



UNIVERSITY of  
**BRADFORD**

## **Engineering Clerk Of Works (Projects)**

**Directorate Of Infrastructure**



**Job Description and Person Specification**

Job Title:	Engineering Clerk of Works (Projects)
Grade:	8
Vacancy Reference:	
Faculty / Directorate:	Directorate of Infrastructure
Service / Department:	Property Services
Location:	
Reports to:	Building Project Manager
Responsible for:	

## **Main Purpose**

- 1. Provide professional, technical, operational, and project support services across Mechanical and Electrical Building Services within Capital Projects and Long Term Maintenance Projects.
- 2. Taking a lead role ensuring the delivery of agreed drawings, specifications, schedules in line with relevant standards, guidance and legislation.
- 3. Play a significant role supporting the delivery of Capital Projects and Long Term Maintenance, ensuring they are co-ordinated on-site. This includes the management of contractors, liaising with design team members, stakeholders and faculty members.
- 4. Take a lead role to ensure snagging items and defects are identified and recorded as well as managing their rectification and closure post completion.
- 5. Proactive contribution to the Directorate and the broader University organisation by working in an open and collaborative manner.

## **Main Duties and Responsibilities**

1. Managing the effective delivery of Mechanical and Electrical building services designs and installations across a range of Capital Projects and Long Term Maintenance Projects throughout all project stages ensuring they comply with all relevant standards, guidance and legislation.
2. Regular site visits and preparation of detailed reports to record and monitor all aspects of Mechanical and Electrical Building Services including the progress, significant events, breaches of specification/legislation and health and safety.

3. Make recommendations to the Building Project Manager about any aspect of works where there may be co-ordination issues, non-conformity with specifications, designs, legislation, relevant standards and guidance.
4. Ensure that contractors are, at all times, working safely and in line with the University of Bradford site induction & site rules as well as any relevant Codes of Practice, Building Regulations, guidance and procedures.
5. Where contractors are engaged to carry out works on site, ensure that the relevant Risk Assessments, Method Statements, Permits to work, insurances, training/competencies and other applicable documentation is in place prior to works commencing.
6. Manage the identification and rectification of defects during installation, commissioning and operating and maintenance manuals and ensure they are completed and closed out in a timely manner.
7. Under the direction of the Building Project Manager, lead on the commissioning and practical completion of Building Services works, undertaking witness testing across a range of Mechanical and Electrical services, including technical reviews of the Operation and Maintenance Manuals prior to sign off and hand over to the Operational team.
8. Reporting to the Building Project Manager, have an involvement in the development of consultant designs, drawings and specifications, providing technical appraisals of Electrical and Mechanical proposals throughout the works whilst in communication with the Operational Managers and Engineering team.
9. Aid the Building Project Manager in the preparation of contract documentation for use in tender processes and contracts in accordance with the University standards and policies. This might include survey information, drawings, employers requirements, room data sheets, asset registers etc.
10. Providing condition survey reports and cost estimates to assist in the preparation of strategic Long Term Maintenance planning cycles.
11. Providing assistance on Long Term Maintenance or Capital projects on site ensuring contractors are signing in via the contractor management system, issuing relevant access, roof permits, hot works permits etc.
12. Liaise with other University Departments and representatives to inform them of any interruptions in services from works that are being carried out. Use clear and effective communications with internal and external clients to maintain a high standard of customer care.
13. Maintaining and applying a sound knowledge of Health and Safety management, British Standards, Statutory Regulations, and the relevant Codes of practice relating to Building Services Engineering. Ensuring that statutory requirements and safety standards are observed by Consultants and Contractors.
14. Attend training courses as recommended by line management, Health and Safety and the wider senior management team requirements.

15. Maintain a good communicative and informed relationship with the Health and Safety & Asbestos Team members to ensure that collaborative working is undertaken throughout all stages of a project.
16. Provide cover in a support capacity where necessary within the Estates Project Delivery Team.
17. Representing the team in both pre and post tender meetings, design team meetings and sign offs to positively influence the quality of the intended Building Services taking into account best practice, materials, equipment, warranties, commissioning and whole life costings.
18. Acting as an Authorised Persons (AP) on a range of different services as necessary and commensurate with experience and training.

This document outlines the duties required at the current time to indicate the level of responsibility. It is not a comprehensive or exhaustive list and may vary to include other reasonable requests as directed by University management which do not change the general character of the job or the level of responsibility entailed.

# University of Bradford

## Values

We will be an organisation that embodies our values in everything we do. These values are:

- **Excellence** is at the heart of everything we do
- **Trust** is the foundation of our relationships, underpinned by integrity in everything we do
- We give invention light and celebrate creativity and **innovation**
- **Inclusion** - diversity is a source of strength and must be understood, valued, supported and leveraged

Embedding these values across the University will shape our culture and drive our performance.

It is the responsibility of every employee to uphold the University values.

## Equality, Diversity and Inclusion (EDI)

The University of Bradford is widely recognised as an Equality, Diversity and Inclusion (EDI) leading institution. Our EDI vision is to bring about, and be recognised as an exemplar of transformational diversity, inclusion and social mobility and emphasise the critical role of leadership in embedding intersectional EDI in order to make our diversity count and deliver impact.

It is the responsibility of every employee to act in ways that support equality, diversity and inclusivity and to work within the spirit and detail of the law, including the Equality Act 2010 and the Human Rights Act 1998.

The University provides a range of services and employment opportunities for a diverse population. Employees will treat all students and colleagues with dignity and respect irrespective of their background.

Employees are responsible for ensuring the University develops a culture that promotes equality, values diversity, and supports inclusivity. This responsibility includes services and functions the University provides and commissions, to students, colleagues, partners in other organisations, visitors and members of the public.

## Training

Employees must complete any training that is identified as mandatory to their role. Training should be accessed locally by agreement with line managers and through the University's People and Organisational Development Service. Mandatory training must be completed on commencement of the role, without delay.

## **Health, Safety and Wellbeing**

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. It is also the responsibility of all employees, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

All employees have a duty to report any practice that you consider compromises standards of health and safety and risk. The Code of Practice on Public Interest Disclosure (Whistleblowing) details the process and advises on the protection from unfair treatment for an individual who raises such concerns.

Employees are required to co-operate with management to enable the University to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the University's undertakings.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students. As part of this you will need to ensure you are familiar with any relevant Health and Safety policies and procedures; seeking advice from the Central University Health and Safety team as appropriate.

## **Information Governance**

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University. This may be in paper, electronic or other formats. An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

This means that employees are required to uphold the confidentiality of all data, information and records and to ensure they are recorded to appropriate data standards and to the relevant electronic system or manual filing system in order to maintain their accessibility and integrity.

To support these requirements all employees must adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security at all times.

Additionally, employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

All employees will be given the necessary training to enable them to adhere to these requirements.

## **Criminal Record Disclosures and Working with Vulnerable Groups**

Depending on the defined nature of your work and specialist area of expertise, your role may be exempt from the provisions normally afforded to individuals under the Rehabilitation of Offenders Act 1974. In these circumstances, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and, in certain circumstances, the Police Act 1997.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

During the course of your employment, you must notify your line manager if you are charged with a criminal offence (excluding motoring fixed-penalty convictions). Failure to notify the University of a criminal conviction could lead to withdrawal of a job offer where employment has not commenced, or disciplinary action for employees in post. All employees of the University who have contact with children, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and procedures and the Safeguarding Vulnerable Groups Act 2006. Where appropriate, employees will be given the necessary training to enable them to adhere to these requirements.

## **University Policies and Procedures**

The University operates a range of policies, procedures and formal guidance (available on the University intranet and ServiceNow). All employees must observe and adhere to the provisions outlined in these documents.

# Post Specification

## Engineering Clerk of Works (Projects)

Directorate of Infrastructure

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Educated to HNC/HND Level in a Building Services related discipline.</li><li>• Apprenticeship in either a Mechanical or Electrical building services discipline.</li></ul>	<ul style="list-style-type: none"><li>• Educated to Degree Level in a Building Services related discipline.</li><li>• Member of, or willing to work towards membership of a professional organisation.</li></ul>
<b>Experience, Skills and Knowledge</b>	<ul style="list-style-type: none"><li>• Significant relevant experience in Mechanical and Electrical Building services in either design, maintenance or installation.</li><li>• Proven technical knowledge of Mechanical and Electrical Building Services.</li><li>• Significant experience of managing the safe, legal and compliant delivery of Building Services installations.</li><li>• Proficiency in the use of Microsoft Office Suite and relevant IT skills.</li></ul>	<ul style="list-style-type: none"><li>• Experience in using standard forms of contracts.</li><li>• Good working knowledge of Planning and Building Regulations.</li><li>• Previous work undertaking authorised person (AP) duties utilising safe systems of work.</li><li>• Experience of delivering clerk of works duties.</li><li>• Experience working in a large organisation such as a University, Hospital or similar.</li></ul>



	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>• Substantial relevant experience working within a project delivery team with a successful track record.</li> <li>• Experience of Contractor Management and Construction Design and Management Regulations (CDM).</li> <li>• Experience of developing and implementing technical evaluations and progress reporting.</li> <li>• Demonstratable commitment to on-going training and continuing professional development.</li> </ul>	
<b>Job Specific Requirements (please delete this section if not applicable)</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Great team working skills with the ability to communicate effectively with internal staff members, consultants, contracts and at time public and students.</li> <li>• IT literate with knowledge of Microsoft applications and bespoke CAFM systems.</li> <li>• Effective oral and written communication skills to be able to work effectively with peers and stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>• Team player, self-motivated, responsive and able to work under pressure to meet the needs of the University.</li> <li>• Ability to work flexibly in response to changes in workload and focus of work.</li> <li>• Evidence of innovation and creativity in problem solving.</li> <li>• Clear written and oral communication skills with the ability to present complex data and information and guidance to a range of audiences.</li> <li>• The ability to build effective professional relationships and trust with colleagues across the institution.</li> <li>• Ability to manage, plan and implement own workload, projects and also the work of a project team.</li> <li>• Self-motivated and an ability to motivate others.</li> </ul>	