



Person Specification

Post title	Clerk of Works – Major Developments and Infrastructure	Grade	Pay Band H / £34,434 - £36,363 per annum
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To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Demonstrable experience in the delivery of highways related construction projects with an emphasis on highways schemes such as new junctions, carriageway widening, capacity improvements and new sustainable travel links	CV/SS, I
S2	Experience and knowledge of highways engineering methods, practices, and construction techniques.	CV/SS, I
S3	Experience of planning and supervising works on the road network	CV/SS, I
S4	Good project management skills with the ability to ensure good housekeeping in relation to project documentation	CV/SS, I
S5	Experience of developing programmes of work for the delivery of a suite of highway improvement projects	CV/SS, I
S6	Ability to undertake site investigations / observations.	CV/SS, I
S7	Ability to work independently, producing accurate work to a high standard, with minimal supervision.	CV/SS, I
S8	Proven experience and track record as a Clerk of Works or site manager.	CV/SS, I
S9	Ability to assess the as-built quality of highway work and accuracy against construction documents and take appropriate action to remedy against variations/inconsistencies	CV/SS, I
S10	Ability to understand drawings and specifications and relate these to actual site conditions	CV/SS, I
S11	Ability to solve construction related problems that arise on site and identify defects and ways of rectifying them	CV/SS, I
S12	Experience of construction sites gained through previous construction training.	CV/SS, I

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S13	Experience of ICT packages including Microsoft Office, including Outlook, Word and Excel	CV/SS, I
S14	Ability to think ahead and anticipate the changing requirements within the team and plan to meet these requirements.	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the "Knowsley Better Together" staff qualities; Integrity, Accountability, Communication and Respect	I
P2	A demonstrable willingness to share information and work with other people.	I
P3	Full driving licence and provide a vehicle or equivalent mobility	CV/SS, I
P4	Be politically aware and have knowledge of local government decision making processes	CV/SS, I
P5	Reliable, hardworking with a positive attitude to change, continuous improvement and delivering results.	CV/SS, I
P6	Commitment to follow procedures and respond to instructions from Senior Officers and colleagues.	CV/SS, I
P7	A considerable commitment to flexibility, both in terms of duties undertaken and the need to occasionally work outside normal hours.	CV/SS, I
P8	Demonstrate a commitment to using own learning to enhance capability, present a positive image, guide and support other team members and value the contributions of others.	CV/SS, I
Communication		
C1	Good inter-personal skills with an emphasis on customer care. Ability to communicate effectively with Councillors, contractors, members of the public, and other bodies on highway and scheme issues.	CV/SS, I
C2	Excellent written and verbal communication including effective report writing skills and the ability to respond to enquiries in writing.	CV/SS, I
C3	Ability to make positive contributions towards effective communication within the team and with other internal / external stakeholders.	CV/SS, I
Qualifications		
Q1	Highway construction related vocational training such as City and Guilds or similar and sector recognised highway Clerk of Works related qualification. Evidence of continued professional development.	CV/SS, C

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CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours.
- Attitudes to use of authority and maintaining discipline

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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