

JOB PACK

CLERK OF WORKS

Creating homes.
Building lives.



Jigsaw



ABOUT US

We are one of the largest housing groups in England with more than 37,500 homes across the North West and East Midlands. Jigsaw Homes Group creates new and exciting opportunities for tenants and customers.

We provide quality, low-cost housing and play a wider role in making sure our residents thrive in their homes and benefit from living in healthy, sustainable communities.

We are well placed to respond to challenges including welfare reform, poverty and social exclusion and are committed to tackling the housing crisis and homelessness by building more affordable homes for people to rent and buy.

As a sector leader, we will also innovate and inspire, driving technology and efficiency through new products and services. We strive to be a top housing provider and an employer of choice. We look forward to working with you.

JOB DETAILS

Location:	Turner House, Leigh, WN7 4LJ.
Holidays:	24 days leave per annum plus 3 days for Christmas closure (based on a 5-day working week) plus bank holidays, plus additional days after 2 years continuous service to a maximum of 5 days.
Pension:	The Group belongs to the Social Housing Pension Scheme to which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme.
Jigsaw Benefits:	In return Jigsaw Homes Group offer occupational sick pay, on-site gyms, access to BHSF membership, enhanced maternity/paternity leave and training/development opportunities plus much more. See the benefits page on our website for more details.

Probation period and references:	Please note that any offer made by the Group and subsequent employment is subject to a four-month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer.
Mandatory Training:	You will be required to complete mandatory training for your role. This training may take place at any one of our main offices in Ashton-Under-Lyne, Leigh, Miles Platting or Nottingham.
Eligibility to work in the UK:	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
Disclosure barring checks & Medical Clearance:	In addition, any offer is also subject to receipt of a Basic Disclosure from the Disclosure Barring Service confirming suitability & medical clearance from our Occupational Health Provider before appointment. Visit www.jigsawhomes.org.uk/dbs to view the Group's DBS policy statement. Further information about the disclosure can also be found at www.homeoffice.gov.uk/dbs
Diversity:	Jigsaw believes diversity means acceptance and respect for everyone because we appreciate the significant value that individuality can bring. All employment decisions are therefore based on business needs, job requirements and individual qualifications to help create a safe and positive environment for all.

JOB DESCRIPTION

OVERVIEW

We are focused, driven and ambitious with our development strategy of building up to 600 new affordable homes every year across the North West and East Midlands.

Our mission is creating homes, building lives and our people are fundamental to helping us deliver our quality sustainable homes.

Role Summary

We have an opportunity for a talented individual to join our Development Team.

As Clerk of Works, you are responsible for a number of new build sites for both rent and sale across the North West. With a strong pipeline of multiple housing projects all at varying stages of design and construction, you will provide crucial Clerk of Works services both during and after the development process to support the delivery of quality assurance in building projects.

You will also work closely with our Project Managers/Assistant Project Managers and Consultant Quantity Surveyors to provide professional inspections advice, review technical and material specifications, inspect works on site and make sure that standards of work and the materials supplied by contractors meet with the contract information.

Working in a fast-paced environment, you will be a flexible thinker and effective communicator who can make sound recommendations to ensure we deliver much-needed, quality homes that will make a real difference to our communities.

Responsible To - Clerk of Works Manager

MAIN TASKS OR ACTIVITIES

1. Attend pre-contract and design team meetings where required, prior to works commencing on site.
2. To attend all "on site" developments on a weekly basis and provide technical advice where required.
3. Ensure works are carried out on site in accordance with the Employer' Requirements and workmanship is of a good quality. Ensure those materials and components used on site are in accordance with the Employer's Requirements.
4. Provide weekly written reports showing labour on site, progress of works, record of adverse weather and highlighting any areas of concern, for all projects on site including photographic records. Reports to be provided to the Employer's Agent/Purchase Agent and the relevant Jigsaw development staff.
5. Attend regular meetings on site and report on any issues affecting quality or compliance with the specification. Provide accurate details of progress in relation to the contract programme at site meetings and to the development team.
6. Attend ad hoc site visits or meetings to agree/discuss site specific problems or to agree locations/layouts and details on site.
7. Liaise with the Group's Gas, Electric and Fire audit compliance teams where required.
8. Keep the Employer's Agent/Purchase Agent up to date of any issues affecting progress and quality of work.

9. Carry out snagging of works on site as per the procedure set out in the Employers Requirements/Development Agreement. Produce snagging lists for the contractor to rectify and back check these have been completed.
10. Attend all scheme handovers. Take meter readings in conjunction with the Employers Agent/Purchase Agent.
11. Carry out defects inspections on properties at the end of the contractual liability period and produce lists where required. By visiting the properties, check that the list of items has been completed by the contractor.
12. Inspect void properties and landbanked sites to ensure Health and Safety requirements are being met and keep electronic records in line with insurance policy requirements.
13. Review and comment on specifications for S106 developments as and when requested by the Jigsaw development team.
14. Follow all Group policies and procedures in accordance with the role and attend Mandatory training when requested to ensure compliance with Group policies and procedures.
15. Keep abreast of current practice in matters relating to affordable housing building and development work and new initiatives. Advising the Operations Director/Assistant Director of Development if any part of the Employer's Requirements becomes out of date.
16. Ensure you work in accordance with the Equality Act 2010 and the Equality, Diversity & Inclusion Policy at all times.
17. Carry out any other duties which may be, from time to time, requested by the Chief Executive, Deputy Chief Executive/Group Director of Development & People or Operations Director of Development or commensurate with the position.

Candidate Requirements

Candidate Requirements:

- Minimum of 10 years' experience in construction management and/or quality inspection roles
- Good knowledge of Building Regulations/NHBC standards/Premier Guarantee/LABC warranty
- Experienced in use of Microsoft applications, Outlook, Word, Excel, Teams.
- Effective communicator
- Ability to work on own initiative & be a team player
- Confident, self-motivated with attention to detail
- Full, valid UK driving licence

JIGSAW VALUES

As a sector leader, Jigsaw will innovate and inspire, driving technology and efficiency through new products and services.

It strives to be a top housing provider and an employer of choice and this is where we need innovative, forward thinking, diverse and vibrant individuals to join us and help us succeed even further.

Our company values reflect the individuals we want to lead us into the brightest future possible for Jigsaw Homes Group.



Jigsaw Homes Group Limited

Cavendish 249
Cavendish Street
Ashton-under-Lyne
OL6 7AT

w: jigsawhomes.org.uk
t: 0300 111 1133
@JigsawHG

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Registered under the Co-operative and Community Benefit Societies Act 2014 Registration No. 29433R



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