

**Forward thinking**  
**Straight talking**



# *Technical Director Clerk of Works*

JOB SPECIFICATION

Gateley / RJA

<b>POSITION:</b>	Technical Director - Clerk of Works
<b>LOCATION:</b>	Kibworth
<b>CONTRACT TYPE:</b>	Permanent

## The *role*

We are looking for a talented and ambitious Technical Director – Clerk of Works who is dedicated to providing an excellent service to join and develop our growing and successful Clerk of Works team.

As a Technical Director at Gateley RJA, you will play a pivotal role in the leadership and development of our Clerk of Works services, helping drive the business forward as part of the Senior Management Team (SMT). You will be responsible for the overall quality of our Clerk of Works output, strategic direction, and key client account management, while overseeing the training, development, and resource management of the Clerk of Works team. This position also requires active participation in the Gateley RJA quality management system improvements and development.

We are seeking applications from experienced Technical Directors who can demonstrate a wide understanding of the Clerk of Works and building industry, including knowledge of materials, trades, methods and legal requirements. As well as experience in a Senior role where you deliver

If you are looking for an opportunity to work and grow a supportive, ambitious, growing and energetic team and would like to join an award-winning law led professional services business, we would like to hear from you.

### **Your responsibilities include the following:**

- Take overall responsibility for the quality of the Clerk of Works service delivery across the business and contribute to the strategic direction of the business
- Act as the lead for all Clerk of Works service delivery, ensuring client satisfaction and service excellence, and oversee project appointments, invoicing, and scheme profitability.
- Manage team resources and workloads effectively to meet project requirements.
- Taking responsibility for allocated Key Client Accounts, building a relationship with the Key Client(s), ensuring complete satisfaction with Gateley RJA services, and nurturing new work opportunities and ensure the high-standard delivery of Clerk of Works services.
- Actively seeking new project opportunities for Gateley RJA and promoting the services of the practice at every opportunity including attendance and involvement at appropriate networking and marketing events.
- Lead the development and growth of Quality Management System for Gateley RJA, ensuring continuous improvement in quality management practices. As well as promoting and maintaining quality standards across all areas of work in relation to Gateley RJA KPI's.
- Train, coach, and develop the Clerk of Works team, ensuring high levels of technical quality, including the preparation and presentation of in-house CPD events
- Work with HR on recruitment processes, performance appraisals, and other HR-related matters.

## The Team

Gateley RJA is a Chartered Quantity Surveying Practice who offer a comprehensive range of construction consultancy services, including quantity surveying, project management, employer's agent, clerk of works, and advisory services.

Their team is experienced in various construction sectors such as health, care, industrial and manufacturing, residential, conservation, and commercial.

Gateley RJA is dedicated to delivering tailored solutions to meet the specific needs of their clients, ensuring that project budgets, timelines, and quality standards are consistently met. They pride themselves on building long-lasting relationships with clients, with much of their work coming from repeat business and personal recommendations.

Gateley RJA hold Investors in People Gold status, and strive to maintain a welcoming and people focused working environment

## The Person

Candidates will be able to demonstrate the following attributes:

- BSc (Hons)
- Demonstrate a wide understanding of the building industry, including knowledge of materials, trades, methods and legal requirements.
- Extensive experience in being a Senior Manager within either a Private Practice, Construction Company or related organisation.
- Proficiency in Quality Management Systems
- Experience in running large, complex projects
- Strategically minded with strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Excellent organisational and managerial skills.
- Attention to detail and commitment to quality.

## We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone and above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

## **Diversity, inclusion and well being**

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

## **Additional Information**

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



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