

Forward thinking
Straight talking



Senior Clerk of Works

JOB SPECIFICATION

Gateley / RJA

POSITION:	Senior Clerk of Works
LOCATION:	Nottingham
CONTRACT TYPE:	Permanent

The *role*

We are looking for a talented and ambitious Senior Clerk of Works in the Southeast, West London region who is dedicated to providing an excellent service to join our growing and successful team.

We are seeking applications from experienced Senior Clerk of Works who can demonstrate a wide understanding of the building industry, including knowledge of materials, trades, methods and legal requirements.

If you are looking for an opportunity to work within 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.

The *responsibilities*

- Taking the lead on carry out Clerk of Works services on a range of construction projects whilst managing and supervising other Clerk of Works within the team
- Acting as a line manager for your team, taking responsibility of HR requirements and expectations
- Training and assisting others, including the preparation and presentation of in-house CPD events.
- Act as the principal point of contact with the project client, in respect of construction quality.
- Work independently and take responsibility for the successful delivery of Gateley RJA's Clerk of Works services on all projects.
- 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.
- Work to Gateley RJA KPI's in relation to dictations and photographs following completion of a site inspection.
- Work to Gateley RJA's Quality Management System in the delivery of all services.
- Actively seeking new project opportunities for Gateley RJA and promoting the services of the practice and wider group every opportunity including attendance and involvement at appropriate networking and marketing events.
- Manage multiple projects simultaneously.
- Provide an excellent level of service to all clients and colleagues.
- Work within a construction site environment, including climbing stairs, ladders and scaffolding etc.
- The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall objectives of the business.

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:

- Demonstrate a wide an understanding of the building industry, including knowledge of materials, trades, methods and legal requirements.
- Ideally, a member of the ICWCI, or a commitment to achieve the ICWCI status within a 6 no. months period years of starting at RJA.
- Ideally, has experience as a Clerk of Works within the mechanical and electrical sectors
- Attention to detail and commitment to quality when checking work and materials.
- Demonstrate excellent time management skills.
- Demonstrate technical proficiency in identifying defects, snags and general construction quality.
- Strong verbal communication, influencing and negotiation skills, whilst remaining impartial.
- Proficient in IT use, with a willingness to embrace new technology.
- Honest and vigilant disposition to ensure work and materials meet the required standards.
- Able to establish good working relationships with clients and contractors.
- Always uphold professionalism.
- Extensive experience of working within a construction environment.

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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