

Development Clerk of Works

Recruitment Pack - May 2025

Contents

Welcome	2
About South Liverpool Homes	3
Avela Home Service	5
Our key locations	6
Job description	7
Person specification	9
Team Structure	12
Key terms and conditions	13
Key dates and the selection process	14
How to apply	15

Welcome

Dear Candidate

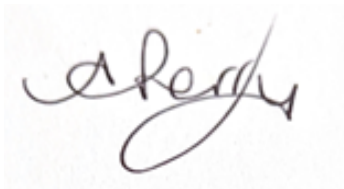
Thank you for your interest in the Clerk of Works position at South Liverpool Homes (SLH). We hope the information in this pack gives you a flavour of who we are, what we do and our passion for the communities we serve.

As an organisation, we are seeking people who can bring diverse and creative thinking, who care about our purpose, and who fully support our vision, values and commitment to our customers. We welcome applications from all backgrounds, cultures, perspectives, and experiences to support innovation, creativity, and to help us build strong, balanced teams that reflect the communities we serve and imagine for our customers.

If this sounds like you and you could make a real contribution to our organisation and how we support and engage with our customers, we would love to hear from you.

Thank you for your interest and we look forward to receiving your application.

Yours Sincerely



Angela Perry
Executive Director of Assets & Neighbourhoods



About South Liverpool Homes

South Liverpool Homes is a community benefit society registered and regulated by the Regulator of Social Housing (RSH).

We are the parent company of Avela Home Service, which is a joint venture with Penny Lane Builders. It's a unique and innovative partnership which is responsible for delivering repairs and maintenance services to our customers.



Since our formation, we have invested heavily in our assets to make them safe, warm, and quality homes. But we are not just about homes, we also invest in our neighbourhoods and services to make our homes, and the neighbourhoods in which they are located, sustainable, while at the same time improving the life chances of our residents.

Our vision is:

Great homes | Strong communities | Bright futures

This vision supports our mission to provide homes and services to those in need. As a social landlord and a major stakeholder in the communities where we work, it is our duty to tackle societal issues; closing the gap on the multiple inequalities that our communities face. Fundamental to this is the provision of good-quality housing that people are proud to call their home.

We will achieve our vision through four key strategic themes:



About South Liverpool Homes

SLH is a forward-thinking and dynamic organisation that truly has our tenants at the heart of what we do. Although our core purpose is as a social landlord, we do so much more. We provide services that help change lives.

Our values underpin everything we do



**we are
professional**

We will treat people and their homes with fairness and respect

We will develop and maintain the relevant knowledge and skills to do the job

We will communicate in a clear and timely manner



**we
care**

We will speak up to keep people safe and well

We will ensure the voice of our community is heard

We will support each other



**we take
ownership**

We take personal responsibility for our words and actions

We will do what we say we will

We will use feedback to learn and improve



**we make
it happen**

We will work together to improve our services

We will encourage and support new ideas and initiatives

We will complete what we have started



**we are
inclusive**

We will create a safe environment for people to be themselves

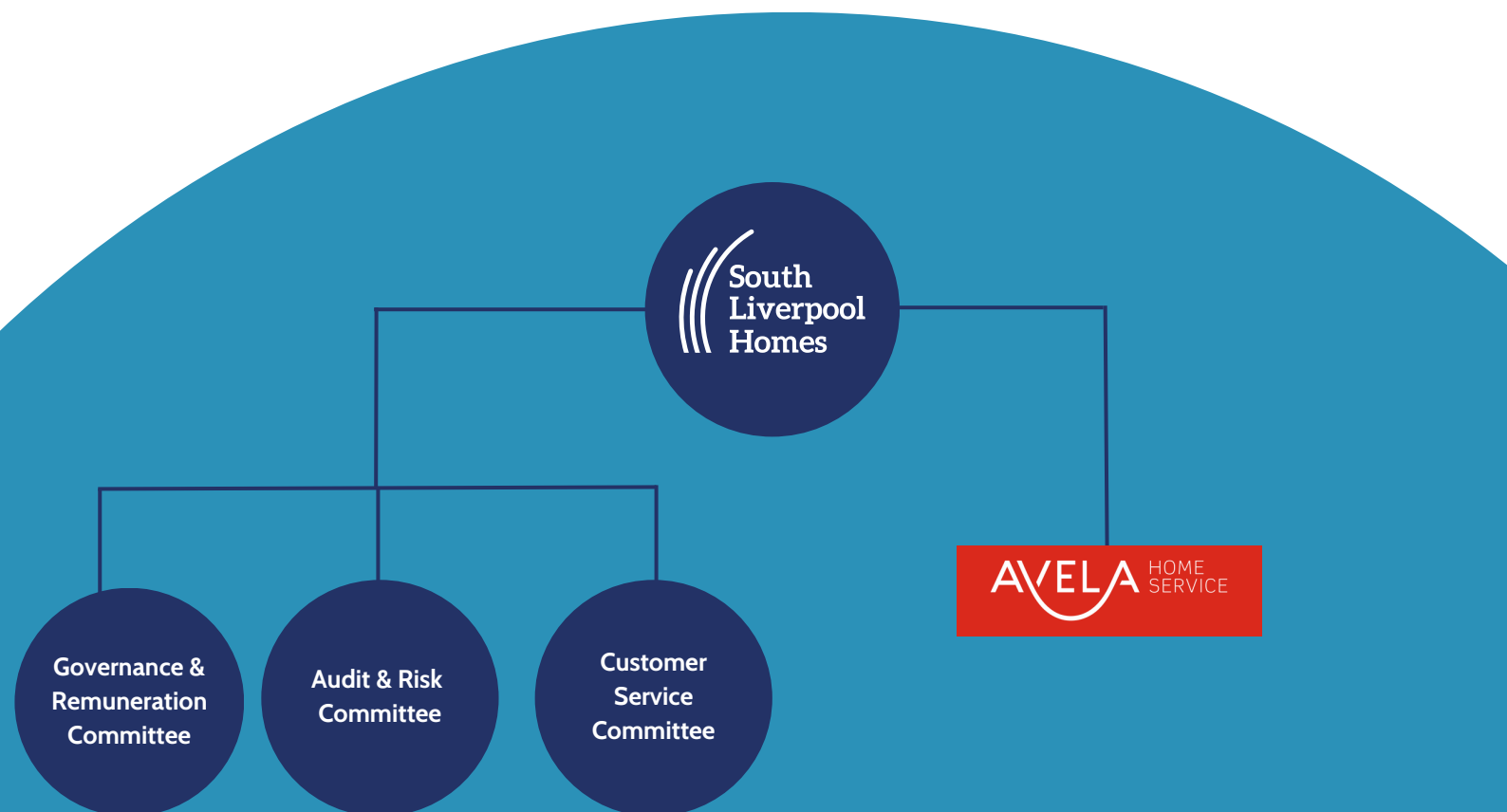
We will respect and value each other and listen with an open mind

We actively seek diverse perspectives

Avela Home Service LLP is a joint venture between South Liverpool Homes and Penny Lane Builders.

Avela Home Service's activities include but are not limited to:

- Responsive repairs and maintenance
- Cyclical and planned improvement works
- Specialist property adaptations
- Out-of-hours call handling and emergency repairs service



Key locations



South Liverpool Homes
Parklands
Conleach Road
Speke
L24 0TY
[0330 3033000](tel:0330 3033000)



Avela
Unit 7 The
Matchworks
Speke Road,
Liverpool L19
2RF ·

Unit 7,
Penny Lane House,
Evans Road,
Speke,
Liverpool
L24 9PB



Ganworth Road
Speke
Liverpool
L24



Reach
Speke Library
Conleach Road
Speke
Liverpool
L24 0TY



Job Description

Job title:	Clerk of Works
Responsible to:	Head of Development & Growth
Team	Development

Main Purpose of Job

The post-holder will deliver a highly professional service focusing on day to day support of our new build and refurbishment development schemes. This will include regular site visits and writing weekly reports on site progress and providing quality assurance on the work being undertaken to ensure it aligns with building regulations and our contract requirements. The clerk will undertake quality reviews at key stages and work with the contractor to ensure properties are completed to a high standard of finish.

The weekly report will include an assessment of the site set up and working conditions to ensure projects are delivered in line with health and safety requirements.

The post holder will have excellent knowledge of construction legislation and experience in new build development processes, along with carrying out all types of building surveys. The role holder will need to work collaboratively and in partnership with other members of the team to deliver a seamless service to customers, clients and deliver value for money.

The Clerk of Works will provide technical input on the preconstruction design stages and surveys, and input on the development of project specific specification documents.

At the completion of the project and to provide an enhanced customer experience, the clerk will attend site to provide support and assistance to customers and coordinate any defective work identified post handover, including undertaking end of defect inspections and coordination of works to rectify the defects.

Key objectives and tasks

- To support Project Managers across the Development team in delivering high quality investment, refurbishment, and development schemes with a specific focus on time, cost, quality, and safety.
- Have excellent working knowledge and experience of construction methods, construction processes, construction contracts, building regulations, technical knowledge of complicated refurbishment projects, and the relevant legislative health and safety requirements/ standards.
- To undertake site inspections and provide weekly reports on the progress and quality of work being undertaken.

Job Description

- Liaise directly with consultants and building contractors employed by SLH to ensure adherence to expected construction methods and standards.
- Ensure that homes are completed to a high standard with minimal defects.
- Assist the project team with the handover processes and provide quality assurance lists on a plot by plot basis to the project and construction team.
- To coordinate any post-handover aftercare services to ensure excellent customer service is provided.
- Ensure that contractual procedures are implemented and adhered to on site.
- Identify risks to the project and work with the project team to ensure risks are mitigated.
- Support the project team on pre-contract, specifications, survey, and design work to ensure value for money is being delivered.
- Responsible for reporting any H&S issues that occur on site to the project team and SLH's H&S manager
- Attend site meetings and provide input on quality assurance matters
- To provide input on the annual review of defect and handover processes and capture lessons learnt on previous projects.

General Terms & Conditions:

- Meet performance management targets and support the delivery and achievement of corporate objectives.
- To undertake any other tasks and duties within the scope and grade of the post.
- To carry out all duties with due regard to the provisions of Health and Safety Legislation.
- To be prepared to work flexibly outside normal office hours.
- To be aware of SLH safeguarding policy and to take responsibility to act as an alerter
- Agree to act in accordance and actively promote SLH's Equality & Diversity commitments in all areas of work.
- To promote and adhere to our organisational values and behaviours in all aspects of your work.
- To support a collaborative approach towards resolving complaints, working with colleagues across teams and departments to help identify, record and respond to complaints and identify and embed learning

Qualifications

Specification	Desirable/Essential	Method of Assessment
Demonstrate an excellent level of technical knowledge of supporting the delivery of investment, refurbishment, and development schemes gained through extensive and relevant experience within the construction industry	E	CV/SS
Degree level education or equivalent relevant training/experience	D	CV

Experience

Specification	Desirable/Essential	Method of Assessment
Able to demonstrate a minimum of 3 years' relevant experience of working on new build development schemes.	E	CV/SS
Consultation with customers, residents, and other stakeholders	E	CV/SS
Experience in the on-site management of investment, refurbishment, technically challenging schemes, and development schemes from inception to completion	E	CV/SS
A sound knowledge of current building regulation requirements for residential housing.	E	CV/SS
Evidence of coordinating and demonstrating the importance of value for money in everyday operations	E	CV/SS
Demonstrates a commitment to H&S to ensure safe operations and environment for staff and customers	E	CV/SS

Experience in effective partnership working	E	CV/SS
---	---	-------

Knowledge

Specification	Desirable/Essential	Method of Assessment
Knowledge of new build construction and quality assurance practices.	E	I
Up to date knowledge of development, good practice, and relevant legislation	E	I
Familiarity with social housing policy standards and regulations in relation to development	D	SS
Understanding of Health & Safety Regulations pertaining to development	E	SS

Skills

Specification	Desirable/Essential	Method of Assessment
Good levels of IT literacy and conversant with all Microsoft Office applications.	E	I
Able to negotiate effectively with a diverse range of stakeholders	E	I
Performance management	E	I
Report writing and presentation skills	E	I
Conflict management	E	I

Other

Specification	Desirable/Essential	Method of Assessment
Demonstrate our values in all aspects of your work and behaviour.	E	SS
Able to attend meetings on site.	E	-

CV= Curriculum Vitae

SS = Supporting Statement

I = Interview

Key Terms & Conditions

Position: Development Clerk of Works

Salary: £45,000 per annum plus excellent benefits

Contract: Permanent

Hours: 35 hours per week.

Place of work: Hybrid working - a mixture of home and office working at our office in Speke, Liverpool.

Annual leave: 30 days rising to 35 with length of service

Visit our 'Work For Us' for more information on the excellent benefits on offer for all SLH colleagues.

Key dates and the selection process

Closing date

29 May 2025

Recruitment date

16 June 2025

If you are unable to attend on the recruitment date, please make this clear in your application.



Please let us know if you need any support or adjustments at interview to help you perform at your best!

How to apply

Think you'd be a good fit? Here's how to apply.

Apply through our website.

As part of the online application process you will need to upload;

- an up-to-date CV which shows your full career history we recommend that this is no longer than three pages;
- a supporting statement explaining why you are interested in this role, detailing how you are a good candidate for this post and how you fulfil the person specification, we recommend that this is no longer than three pages

Please note that applications can only be considered if all the information on the application form and requested documentation is complete.

If you would like an informal discussion about the role or the interview process please contact recruitment@southliverpoolhomes.co.uk to arrange.

We understand applicants from ethnic minority backgrounds and/or with a disability may experience additional barriers when applying for a new role and so we offer applicants from ethnic minority groups or disabled applicants a guaranteed interview. If you wish to apply under the relevant scheme and meet all the essential criteria outlined in the person specification please specify on in the relevant area of your application form.





southliverpoolhomes.co.uk