



Forward thinking
Straight talking

Associate (Clerk of Works)

JOB SPECIFICATION

Gateley / RJA

POSITION: Associate (Clerk of Works)

LOCATION: Market Harborough

CONTRACT TYPE: Permanent

The *role*

We are looking for a talented and ambitious Associate who is dedicated to providing an excellent service, to join our growing and successful Project team

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

You will be responsible for the following:

- Responsible for successful delivery of Gateley RJA's Clerk of Works' service. Developing and motivating the team to ensure an exceptional level of service to all our clients.
- Managing the allocation of projects amongst the team members and ensuring handover targets are achieved.
- Working with the Directors as part of the Senior Management Team to ensure the success of the business in all aspects including, but not limited to: quality of service, timely delivery of service, development and happiness of staff, and profitability.
- Attending Senior Management Meetings as required and actively seeking to get involved in and take responsibility for management of the business with specific focus on the Clerk of Works team.
- Working with the Directors to set targets for the Clerks of Works' Teams and managing the teams in such a way to deliver these targets.
- Acting as Line Manager for all Clerks of Works.
- Helping all team members to identify their strengths and weaknesses and helping them to develop and achieve a plan to reach their own personal career goals.
- Reviewing the quality, efficiency and timing of all work within your team and ensuring it meets the practice's requirements.
- Training and assisting others, including the preparation and presentation of in-house CPD events and encouraging other members of the team to do the same.
- Provide personal support to all Clerks of Works by regularly accompanying them on site inspections.
- Actively seeking new project opportunities for RJA Consultants and promoting the services of the practice at every opportunity including attendance and involvement at appropriate networking and marketing events.
- Ensuring the company Quality Management System is followed in the delivery of all services.
- Managing multiple projects simultaneously and developing excellent time management strategies.
- Undertaking a minimum of 20 hours Continuing Professional Development every year.
- Treating all clients to exceptional level of service

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:

- Have a wide understanding of the building industry, including knowledge of materials, trades, methods and legal requirements. Minimum 3 years' management experience in a construction environment.
- Experience of successfully directly managing and motivating a team.
- Ability to manage a large programme of work and balance the needs of clients and contractors with the resource available.
- Good delegator.
- Optimistic and empathetic outlook.
- Attention to detail and commitment to quality.
- Excellent spoken and written communication skills.
- Proficient with IT and willing to embrace new technology.
- Always set an example by acting in a professional manner.
- Keep up to date with changes in construction methods, statutory legislation and carry out continued professional development (CPD).
- Strategically minded with strong analytical and problem-solving skills.
- Excellent organisational skills.
- Skilled negotiator.
- Driving licence. Willingness to travel to sites across the UK as required

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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