

Forward thinking
Straight talking



Clerk of Works

JOB SPECIFICATION

Gateley / **BUILT
ENVIRONMENT**
Gateley RJA

POSITION:	Clerk of Works
LOCATION:	Home Based / Thetford Based
CONTRACT TYPE:	Permanent

The *role*

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

We are seeking applications from experienced 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*

- Carry out Clerk of Works services on a range of construction projects.
- 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.
- 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.
- 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 part of Gateley Built Environment, a multidisciplinary consultancy made up of four established specialist businesses: Gateley Hamer, Gateley RJA, Gateley Smithers Purslow and Gateley Vinden.

Together, we bring more than 600 property specialists together with the property and construction lawyers in Gateley Legal. This gives our clients access to connected expertise across the full property lifecycle, from strategy, funding and development through to occupation, long-term asset management and exit.

For our people, it means being part of a specialist business with its own established identity and close-knit culture, while benefiting from the range, scale and career opportunities available across Gateley Built Environment and Gateley plc. You will have opportunities to work on varied projects, collaborate with experts across different disciplines and build a long-term career within the wider group.

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.
- 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.

The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

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.



Gateley / BUILT
ENVIRONMENT

gateleybe.com