

Supporting a thriving Parliamentary democracy

Job Title:	Clerk of Works – Mechanical
Salary:	£41,621 - £50,091 per annum (Band B1H1)
Team:	Design Authority
Number of Posts:	1
Contract Type/Duration:	Permanent

Team Information

In-House Services and Estates (IHSE) team in Parliament takes great pride in looking after and improving the buildings of Parliament itself, as custodians of the Estate. While we are part of the House of Commons service, we provide services to the House of Lords as well. We operate on a working World Heritage site which attracts visitors from all over the globe, in a challenging stakeholder environment where conservation and the need to innovate and build for the future coincide.

As IHSE's portfolio of work becomes more evident and essential works become more intrusive it is vital that we engage effectively with our customers and key stakeholders. This role will be pivotal in promoting the work of IHSE and providing customers with timely information on potential impacts.

Job Information

You will work with Project Leaders in the Project Delivery team to provide Mechanical Clerk of Works duties and will be responsible for ensuring the delivery of projects to specified Mechanical standards. For works to the whole Parliamentary estate, checking the integrity of installations on site against M&E related standards, quality, and processes - and for approval of compliance to such standards and processes. You will also assist the Commissioning Manager to maintain the integrity and coherence of the Commissioning Standards. This job description may develop in line with business need, and the post holders are required to carry out other reasonable duties, including covering for colleagues' leave.

Responsibilities

- As the Mechanical Clerk of Works you will be responsible for inspecting a wide variety of building services installations, reporting on their completeness, quality, compliance against the design (Works Information), witnessing verifications, testing and commissioning and reviewing all record documentation for accuracy
- Review of designs, specifications, Works Information, Scopes, technical submittals, requests for information and Early Warnings before tender, during construction and through to Completion to ensure systems meet the Employers requirements, are commissionable and maintainable
- Willingness and ability to train as an Authorised Person (AP) Mechanical as required
- Contribute to producing and reviewing technical standards when required
- Attend Factory Acceptance Testing (FAT) off site
- Ability to use Common Data Environments (CDE)
- Review risk assessments and method statements (RAMS) before works commence
- Review commissioning documentation before works e.g. commissioning method statements, integrated systems testing (IST), witnessing of commissioning and testing activity by the contractor. etc.
- Contribute towards the producing business cases when required
- Good knowledge of the New Engineering Contract (NEC)
- Undertake site inspections with NEC Supervisors, ensuring completeness of Defects list.
- Ability to analyse detailed mechanical design information to determine the suitability of new connections requested by Contractors
- Monitoring works against the approved programme and identify when dates slip or works, inspections, testing and commissioning activities are not accurately identified
- Review O&Ms to ensure accuracy of information as reflected in observations on site.

Managing & Leading

- Perform the role of NEC3 Supervisor when required.
- Lead on challenging contractors where works do not comply with the Works Information, Scope, specification, technical standards and workmanship standards.
- Managing the contract for external Clerks of Works or other contracts as required.

Decision making & strategic focus

- Assimilating and understanding complex and sometimes conflicting information from various sources and accurately judging when standards are not being met.
- Making effective and timely decisions to notify Defects as soon as you become aware and utilising the contract to challenge.
- Review the programme and inspect the works to ensure that mechanical, and construction works are coordinated, with any issues promptly notified.
- Attend factory and site witness testing to confirm compliance with the Scope and British & European standards.

Resource Management

- Ensuring the quality and standard of equipment is as per the design.
- Identifying if resources on site and in monthly cost reports match those agreed and expected (e.g., labourers, items).

Stakeholder management & customer focus

- Maintaining good relationships with all stakeholder and customer boards and groups (e.g. Prayers Works meeting, weekly project meeting).
- Ensuring all relevant stakeholder groups are kept informed of progress and changes (maintenance team, facilities management team or building managers).
- Assist in stakeholder management and project presentations.
- Assist to arrange access for contractors whilst on site. Ensure codes of conduct are known and adhered to when contractors are working on the Parliamentary estate.

Innovating & Improving

- Monitor the quality and progress of the O&M during construction and ensure it accurately reflects the completed works at Completion e.g. test reports, commissioning records, accurate as built drawing drawings.
- Capturing and recording feedback and lessons from projects.
- Continue to support the project after Completion, monitoring the works for Defects, fine tuning and seasonal commissioning works and provide engineering assurance to maintenance colleagues in support of this.

Planning & Organising

- Effectively planning own time for inspections, witnessing testing and commissioning activities.
- Identifying where project plans are unrealistic at all stages of the project.
- Addressing project issues promptly, ensuring all parties are made aware in good time.
- Communicate and liaise as necessary with Project Manager, Project Leaders, Design Authority, Contractor and other stakeholders, in person and by submitting periodic reports, to ensure unimpeded progress of works.

Key stakeholder relationships

Managers, stakeholders at all levels across both the House of Commons and House of Lords, Procurement, Finance, and other technical specialists within SE and IHS such as in the Delivery team, Conservation Architect, Fire Safety, Security, facilities management or building managers.

Management responsibility

No.

Location

This post will be located on the Parliamentary Estate, Westminster, London.

Security

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level or higher, as described in the job description. All successful candidates are required to pass these checks before an offer can be confirmed.

You should be aware that if you have resided outside of the UK for a total of more than two of the last five years, you are not eligible to receive security clearance to work on the Parliamentary Estate.

[Click here](#) for further information.

Hours

We welcome applications from candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work, alternatively you can inform the recruitment team at any stage of the process.

Net conditions full-time working hours for staff of the House are 36 hours per week. This excludes daily meal breaks of one hour. The exact daily times of attendance will be agreed with line management.

Workplace Adjustments

As an inclusive employer, the House of Commons supports individuals in need of workplace adjustments. The workplace adjustment process prevents, reduces or removes problems you might face at work. Adjustments can be requested to help with obstacles relating to mental health, and physical or non-physical requirements. You can request a workplace adjustment if you have a disability or suffer from a difficulty or disadvantage in your workplace.

Application and Selection Process

Further details will be provided if you are successful at the initial application stage.

We may ask you to complete a test, presentation or other assessment as a part of your recruitment process.

If you are invited to interview, we will ask you a combination of competency questions and role specific questions solely based on the criteria below. Any presentation or test requirements will be clearly communicated to you well in advance of your interview.

As a Disability Confident Leader, it is important that we are able to make appropriate arrangements or adjustments where necessary in order to create a full and equal participation in the selection process. If you require any reasonable adjustments, please contact the recruitment team to see how we can meet your needs.

Our Values

The House Service is proud of our organisational values, which will deliver our strategy. We are looking for people who can bring these values to life:

Inclusive: We value everyone equally; We respect each other; We all have a voice.

Courageous: We try new things; We own our actions and decisions; We learn from our mistakes.

Trusted: We trust each other to do a good job; We are impartial; We build confidence in Parliament with our integrity.

Collaborative: We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership.

Skills and Experience

Criterion 1

Level 3 qualified in a Mechanical engineering discipline and/or significant equivalent experience.

Criterion 2

You must have site-based building services engineering experience working as a Mechanical Building Services engineer CoW, or Site Installation Supervisor/Inspector on new and refurbishment projects in occupied/historic buildings.

Criterion 3

Ensures timely inspections, rectification of issues, and communications with relevant stakeholder groups. Communicate confidently and effectively both orally and in writing adapting communication style for the needs of the audience.

Criterion 4

Experience of using CDE's and electronic based document control systems

Criteria 5

Experience of communicating confidently with Contractors and stakeholders at all levels whilst upholding the principal of equality, diversity and inclusion.

Criterion 6

Able to makes timely and accurate decisions across a range of complex issues.

Criterion 7

Experience of reviewing contractors designs before construction and monitoring works whilst on site to ensure compliance with design and providing assurance on quality.

Desirable

- HND/HNC qualified in a Mechanical engineering discipline
 - Member of professional body such as IET, CIBSE, IMechE etc
 - Accredited NEC3 Supervisor
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