

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Quality Control Inspector
<b>DIRECTORATE:</b>	Housing
<b>JOB EVALUATION NUMBER:</b>	A13540
<b>BAND:</b>	7
<b>RESPONSIBLE TO:</b>	Senior Contracts Supervisor
<b>RESPONSIBLE FOR:</b>	N/A
<b>MAIN PURPOSE OF POST:</b>	To act as Clerk of Works on site exercising quality control of all aspects of building work and compliance.

### DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	The postholder must at all times carry out their duties and responsibilities to comply with Housing and Chesterfield Borough Council's policies/procedures.
2.	Comply (as far as possible) with programmes/deadlines etc.
3.	To liaise between tenants, individuals, services areas and other organisations
4.	Carry out site inspections to ensure compliance with contract drawings, specifications, materials, health and safety performance and quality and notify the Contract Supervisor of any problems, errors, discrepancies or divergences and non-confirming work.
5.	Inspect works in progress and the condition of properties / works prior to handover and at the end of the defects liability period and issue handover and defects certificates as appropriate.
6.	Ensure work is carried out to the correct specifications and legal, safety and environmental standards.
7.	Read and interpreting technical drawings, specifications, and quality plans
8.	Monitor construction processes, inspect installations, and conduct /witness tests to verify compliance with safety and quality requirements
9.	Agreeing to minor changes and variations to work on site in accordance with an agreed tolerance level, notifying the Contract Supervisor / Project Lead of such agreed changes / variations

10.	Carry appropriate surveying equipment, ladders, torches, testing equipment to be used in accordance with manufacturer's instructions and health and safety guidance and procedures including all necessary PPE
11.	To assess the safety of works on site and compliance with current regulations and project CDM requirements and advise of any infringements to the Contract Supervisor/Project Lead and contractor.
12.	Maintain detailed records of inspections and provide periodic reports as specified by the Contract Supervisor, maintain a diary of events and comply with all procedures and administration identified within the department's quality assurance policy. Record any delays or events and reasons for them.
13.	Check day work record sheets and record any wastage.
14.	Attend site meetings and provide progress report on quality issues.
15.	Take site photographs regularly and systematically, ensuring they are date endorsed.
16.	Carry out pre-practical completion and end of defects inspections, including preparation of 'snagging' lists and 'back-snagging' inspections if necessary.
17.	On completion ensure Contractors submitted handover packs are complete with all relevant information as required by the Contract Supervisor/Project Lead.
18.	To process information accurately, maintain and update contract management databases and files and maintain accurate paper and digital records relating to the capital projects.
19.	Instruct clients/tenants in workings/use of any technical appliance/equipment installed.
20.	Confirm oral instructions to the contractor notifying the Contract Supervisor/Project Lead of the instruction
21.	Carry out any other duties as required which are appropriate to the work of the section and are commensurate with the responsibility, level and grade of the post..

## **GENERAL – To be aware of and implement the following:**

### **Equalities**

The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

### **Code of Conduct**

All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

### **Health and safety**

To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

### **Staff Development**

The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

### **Data Protection**

All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

### **Safeguarding Children and Vulnerable Adults**

The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

### **Special features of post**

Political Restriction	YES / NO
Vetting Checks e.g Disclosure and Barring Service (DBS)	YES / NO
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES / NO

You may be required to carry out those duties at your present workplace or at another council venue.	YES / NO
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### **Job description**

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work of the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

## PERSON SPECIFICATION

<b>JOB TITLE:</b>	Quality Control Inspector
<b>DIRECTORATE:</b>	Housing
<b>JOB EVALUATION NUMBER:</b>	A13540
<b>DATE:</b>	June 2024

### KNOWLEDGE / SKILLS / ABILITIES

#### Essential

<b>Essential knowledge, skills, and abilities</b>	<b>Assessment method</b>
	Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Understanding of accepted good building practice and a detailed knowledge of current Building Regulations, NHBC/LABC requirements, appropriate British Standards and Codes of Practice.	Application Form/Interview
Technical knowledge of Building Materials, Construction, Trade Practices, Building Regulations and Building Maintenance Functions	Application Form/Interview
Knowledge of current Health and Safety and CDM Regulations.	Application Form/Interview
Ability to read and interpret construction drawings and detailed specifications/technical information and liaise with contractors over the same.	Application Form/Interview
Understanding of contract terminology, contracts and contract procedures	Application Form/Interview
Flexible approach to problem solving and willingness to embrace other disciplines	Application Form/Interview
Interpersonal and organisational skills.	Application Form/Interview
Literacy and numeracy.	Application Form/Interview

Good communication skills.	Application Form/Interview
Ability to work under pressure.	Application Form/Interview
Ability to work within a Team.	Application Form/Interview
Dealing with members of the public	Application Form/Interview
Ability to liaise and effectively communicate verbally and in writing with contractors, other Council Departments. Tenants and Residents	Application Form/Interview

### **Desirable**

<b>Desirable knowledge, skills, and abilities</b>	<b>Assessment method</b>
Knowledge of Local Authority procedures.	Application Form/Interview
Basic IT skills and working knowledge of Microsoft 'Windows' and 'Office' computer software	Application Form/Interview

## **EXPERIENCE**

### **Essential**

<b>Essential experience</b>	<b>Assessment method</b>
Housing new-build and modernisation programmes.	Application Form/Interview
Non-housing, new-building and refurbishment	Application Form/Interview
Minor building alteration works, repairs and maintenance	Application Form/Interview
Operation of computer systems and use of a keyboard	Application Form/Interview

Driving Licence	Application Form/Interview
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**Desirable**

<b>Essential experience</b>	<b>Assessment method</b>
Working in a multi-disciplinary Local Government environment.	Application Form/Interview

**QUALIFICATIONS**

**Essential**

<b>Essential qualifications</b>	<b>Assessment method</b>
5 years' minimum experience within the construction industry.	Application Form/Interview
Level 3 construction/trade related qualification or working towards.	Application Form/Interview
An appropriate recognized building trade/professional qualification e.g. City and Guilds, ONC	Application Form/Interview

**Desirable**

<b>Desirable qualifications</b>	<b>Assessment method</b>
Contract experience and qualification	Application Form/Interview

**OTHER REQUIREMENTS**

**Essential**

<b>Essential qualifications</b>	<b>Assessment method</b>
To display the council's values and behaviours when carrying out the job role	Application Form, Interview

To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview

## **COMPETENCY REQUIREMENT**

### **Seeing the big picture**

**Level:** 2

**Assessed at:** Interview

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.

For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.

### **Changing and improving**

**Level:** 2

**Assessed at:** Interview

People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.

For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.

### **Making effective decisions**

**Level:** 2

**Assessed at:** Interview



Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.

For leaders it's about reaching evidence-based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.

## **Leading and communicating**

**Level:** 2

**Assessed at:** Interview

At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.

It's about championing difference and external experience and supporting principles of fairness of opportunity for all.

For leaders, it is about being visible, establishing a strong direction and persuasive future vision, managing and engaging with people in a straightforward, truthful, and candid way.

## **Collaborating and partnering**

**Level:** 2

**Assessed at:** Interview

People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting, and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.

For leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable.

## **Developing self and others**

**Level:** 2

**Assessed at:** Interview

Effectiveness in this area is having a strong focus on continuous learning for oneself, others, and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.

For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change.

## **Delivering value for money**

**Level:** 2

**Assessed at:** Interview

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.

For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available.

## **Managing a quality service**

**Level:** 2

**Assessed at:** Interview

Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.

For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost-effective delivery models for public services

## **Delivering at pace**

**Level:** 2

**Assessed at:** Interview

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.

For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly.