

Job Description

Job Title:	Clerk of Works
Reporting to:	Asset Manager (Investment)
Department:	Asset Management
Direct Reports:	None
Budget:	None
JD date reviewed:	September 2026
Job Level:	14

Job Purpose

To monitor the quality and progress of assigned planned works contracts.

To assist Eastlight in delivering its investment programme ensuring work is completed to the correct specification, current regulations and to a high-quality standard. This role is responsible for the monitoring via weekly site visits, snagging, defect and handover process and collection of all asset data on completion. This role is also responsible for conducting Health & Safety spot checks on contractors during works.

Key Strategic Responsibilities

- Technical due diligence surveys for residential properties
- Leading quality assurance across projects and services, ensuring client needs are met and relevant legislation is adhered to
- Collating and presenting findings to internal and external stakeholders, offering solutions and recommendations where required

Key Functional Responsibilities

- Monitor the progress of Investment works on site
- Produce regular site reports outlining progress of work and quality of work
- Ensure that all works are carried out fully in accordance with the contract specification and all relevant safety regulations and legislation including the Health and Safety at Work Act (1974) Construction, Design and Management Regulations (2015) and Building Safety Act (2022)
- Oversee and complete the snagging and defect process
- Identify and record defect trends
- Attend contract meetings as required
- Undertake monthly unannounced H&S spot checks on contractors and address any concerns and keep accurate records
- Provide cover for Programme Manager's during absence

Person Specification	
Education & qualifications	• Qualified in an applicable construction related field (HNC/HND or equivalent), or equivalent demonstrable experience • Evidence of Continuing professional development
Experience	• Experience in Building Surveying • Delivery of construction contracts in an occupied residential setting
Knowledge and Skills	• Proven technical knowledge in domestic property construction • Be thorough and have an attention to detail • A knowledge of structural defect identification • A knowledge of the Governments Home Standard • Knowledge of the Housing Health and Safety Rating System (HHSRS) • Proven site safety knowledge, SMSTS or similar • Proven knowledge of the building regulations and other industry standards • Proven knowledge of current industry issues that may impact Eastlight's delivery of Investment works • The ability to monitor contract progress made by external partners or contractors • Ability to build partnerships and work collaboratively with others to meet shared objectives • Demonstrate ability and commitment to customer care • Competent using Microsoft packages and report writing skills • Must have a current UK driving license and use of a car