

# CANDIDATE BRIEFING PACK

## Clerk of Works

Making A Positive Difference By  
Empowering People And Communities

If you require this information booklet in an alternative format please contact Susan Gibson, Director of Housing Supply at [susan.gibson@arkhousing.co.uk](mailto:susan.gibson@arkhousing.co.uk) or on 02890 752310.

# A Message from the Director of Housing Supply

Dear Candidate,

Thank you for your interest in joining Ark Housing Association as our new Clerk of Works.

We have accomplished great things as a registered Housing Association by taking brave strategic decisions to further our social purpose. We are now one of the fastest growing social housing providers across the UK and Ireland, and through our ongoing investment in new homes and services, we continue to reach many more people in need and have a greater positive impact within the communities we operate.

As the Clerk of Works at Ark Housing, you will play an important role within the Housing Supply Department as an on-site representative for the inspection and monitoring of all new build housing developments. Reporting to the Director of Housing Supply, you will work closely with both internal staff and external consultants and contractors to ensure the required standards of quality, safety and compliance are met, while supporting the organisation's strategic objectives.

If you feel you are the right person for this role and wish to join a progressive and forward-thinking organisation that makes a lasting difference to people, then we would love to hear from you.

In return, you will be supported by an excellent and highly professional staff team and Board, all committed to delivering Ark Housing's vision.

I look forward to receiving your application.



**SUSAN GIBSON**  
**DIRECTOR OF HOUSING SUPPLY**

## **About Ark Housing Association**

Ark Housing Association is a registered Housing Association with the Department for Communities and Financial Conduct Authority and is an independent not for profit organisation under the Industrial & Provident Society Act (NI) 1969. We are also registered with the Charity Commission for Northern Ireland.

We were established in 1987 as Down and Connor Housing Association to provide social and affordable homes for people in housing need. In 1999 the organisation was renamed Ark Housing Association to reflect our history and growing ambition.

We are based in Belfast but operate across all district council areas and we build, manage, and maintain homes to meet the needs of a wide range of demographics. In addition to providing homes for general needs families we also provide a range of accommodation and support services to enable people to manage and sustain their tenancies and live independently. All permanent allocations of our homes are made in accordance with the Common Selection Scheme for Northern Ireland which is administered by the Northern Ireland Housing Executive.

We operate several successful partnerships with specialist agencies and statutory bodies. These include Threshold N.I; Inspire Wellbeing; Belfast Health and Social Care Trust; Southeastern Health and Social Care Trust; Supporting People and the Northern Ireland Housing Executive. We also manage a floating support homeless service for families threatened with or experiencing homelessness.

Our new build developments are funded through a combination of private finance with capital funding grants received from the Department for Communities and we are also revenue funded for some specialist services through the Supporting People Programme.

We currently manage approximately 900 homes, have an active development programme with over 300 more currently on site, and we aim to have up to 1,300 homes in management by March 2027. We currently employ 41 permanent and temporary staff across a range of scheme and office-based roles.

## Our Vision, Mission and Values

At Ark Housing Association we pride ourselves on being an innovative and progressive organisation. We nurture open and honest internal and external relationships, and we value partnership, collaboration, and professional development. We empower and trust our people to deliver and in return we actively support them through a myriad of forward-thinking policies and practises.

### **Our vision is:**

“Making a positive difference by empowering people and communities”.

### **Our mission is:**

“In partnership, provide quality homes and support services to meet housing need and contribute to the wellbeing of communities”.

### **Our core values are:**

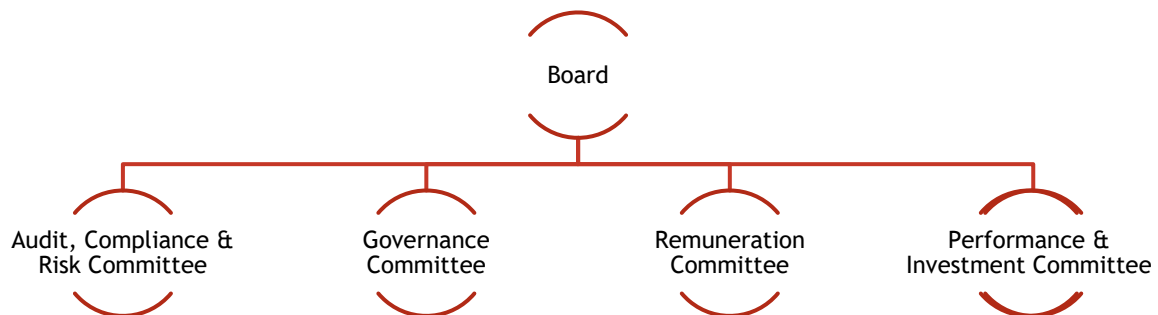
Progressive	<i>Forward thinking, supporting change and transformational</i>
Respect	<i>Treat everyone with dignity and esteem</i>
Integrity	<i>Maintain the highest professional and personal standards</i>
Diversity and Equality	<i>Value diversity and equality in everything we do</i>
Excellence	<i>Strive to deliver the highest standards of quality and customer care.</i>

## **Our Governance & Senior Executive Structure**

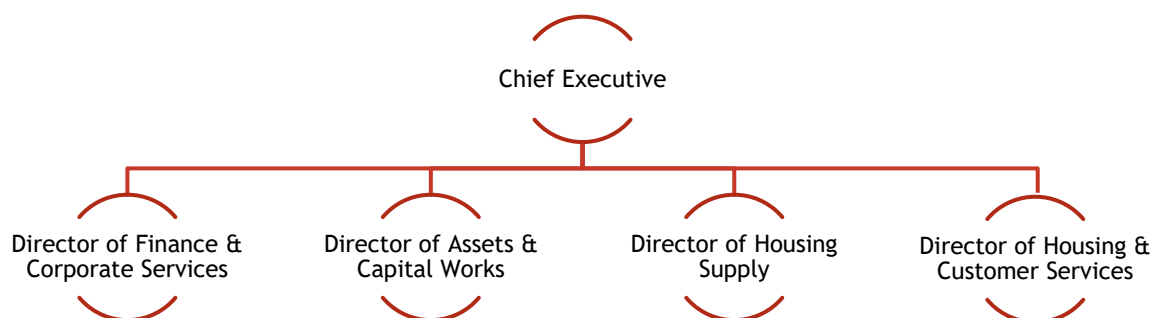
Ark Housing Association is governed by a voluntary Board and its Committees whose role is to lead, direct, and control the work of the Association. The Board ensures the delivery of the organisation's agreed strategic objectives and corporate plans within the framework of statutory and regulatory compliance.

The Board is supported by the Senior Executive Team who is led by the Chief Executive.

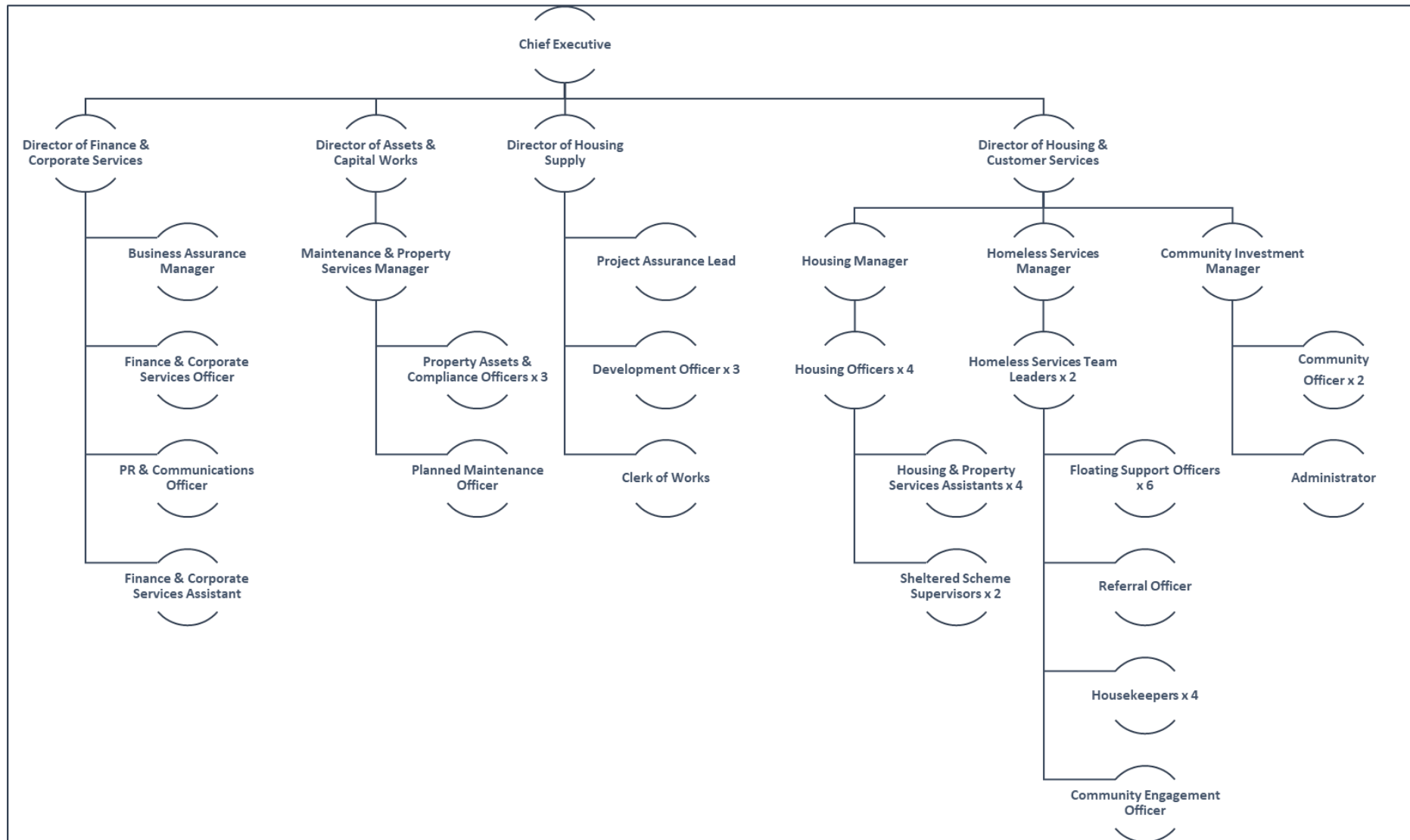
### ***Board & Committee Structure***



### ***Senior Executive Team Structure***



## Operational Staff Structure



## **About The Role**

Reporting to the Director of Housing Supply you will be responsible for delivering exceptional, inspection and monitoring of all new build housing developments, ensuring that construction, M&E and other associated site-based work is carried out to the required standards of quality, safety and compliance.

The Clerk of Works will play a key role in verifying that contractors and consultants are delivering works in accordance with technical specifications, statutory requirements, and the Employer's Requirements. The role contributes directly to Ark Housing's client-side assurance framework.

### **CORE AREAS OF RESPONSIBILITY:**

- Site Inspection & Quality Monitoring
- Health, Safety and Environmental Oversight
- Documentation and Reporting
- Compliance and Assurance support
- Hand-Over and Post-Completion

## **Qualifications, Skills & Experience**

**Applicants must satisfy the following essential criteria:**

- Have a relevant construction-related qualification (e.g. HNC, HND, NVQ Level 4+)
- Valid CSCS card (or willingness to obtain)
- 3+ years' experience on construction sites, ideally residential
- Track record of quality inspection and snagging
- Understanding of Building Regulations, NHBC or similar standards
- Knowledge of construction sequencing, quality control methods and CDM principles
- Strong observational and diagnostic skills
- Ability to work within a team and collaborate on common goals
- Full driving license with access to a vehicle for business purposes

## **Benefits & Main Terms & Conditions of Employment**

**Contract:** Permanent (Subject to 6 Month Probationary Period)

**Hours:** 37 Per Week, Monday & Friday. Due to the nature of the role, you will on occasion be required to work outside normal office hours.

Remuneration:	£37,506 to £42,675 depending on experience
Pension:	NILGOSC contributory pension scheme (Employer contribution is currently 19%).
Annual Leave:	22 days annual leave moving to 27 after 5 years' service and 32 days after 10 years' service.
Statutory Leave:	13 customary holidays per annum.
Occupational Sick Pay:	Maximum of 3 months full pay and 3 months half pay. (Depending on length of service).
Other Benefits:	<p>A range of excellent work and family friendly policies;</p> <p>Access to Gym facilities at Head Office;</p> <p>Access to Electric Vehicle Salary Sacrifice Scheme;</p> <p>EV Charging Facilities at Head Office with on-site Car Parking;</p>



## **JOB DESCRIPTION**

**Job Title:** Clerk of Works

**Reporting To:** Director of Housing Supply (DOHS)

### **Main Purpose of Role**

To act as Ark Housing's on-site representative for the inspection and monitoring of all new build housing developments, ensuring that construction work is carried out to the required standards of quality, safety and compliance.

Reporting to the Director of Housing Supply, and working in conjunction with other departmental staff, the Clerk of Works will play a key role in verifying that contractors and consultants are delivering works in accordance with technical specifications, statutory requirements, and the Employer's Requirements. The role contributes directly to Ark Housing's client-side assurance framework.

### **CORE AREAS OF RESPONSIBILITY:**

- Site Inspection & Quality Monitoring
- Health, Safety and Environmental Oversight
- Documentation and Reporting
- Compliance and Assurance support
- Hand-Over and Post-Completion

### ***Site Inspection and Quality Monitoring***

- Undertake regular and systematic inspections of construction works across all live development sites.
- Verify that works are being executed in accordance with design drawings, technical specifications, Building Regulations, and planning consents.
- Identify defective workmanship, materials or deviations from contract and raise these with site management and the Quality & Compliance Co-Ordinator (QCC).
- Monitor and record the quality of workmanship, sequencing of trades, and adherence to agreed construction programmes.
- Check that materials delivered to site are compliant with specification and properly stored and handled.
- Inspect installation of key M&E systems including heating, plumbing, electrical, ventilation, and fire safety equipment to ensure compliance with design, specification and building regulations.
- Monitor commissioning and testing of systems, raising any non-conformance with the Quality & Compliance Co-ordinator.

- Liaise with specialist consultants where required to resolve technical issues or queries.

### ***Health, Safety and Environmental Oversight***

- Observe and report on health and safety practices, escalating breaches or concerns immediately to site management and the QCC.
- Monitor compliance with CDM regulations and site-specific risk controls.
- Support the QCC and Employer's Agent in maintaining a safe and regulated construction environment.
- Record environmental or sustainability-related issues (e.g. waste, dust, noise, ecological risks).

### ***Documentation and Reporting***

- Maintain detailed and contemporaneous site notes, photographic evidence, and daily records of site activity.
- Submit structured weekly site reports to the Housing Supply Team, including observations, progress commentary, and flagged risks.
- Attend site meetings and provide feedback on progress, defects, delays, and compliance issues.
- Assist in the compilation of snagging lists and verify resolution of defects prior to handover.
- Support the collection and verification of "as built" and Golden Thread documentation.

### ***Compliance and Assurance Support***

- Work under the direction of the Director of Housing Supply and in partnership with the team's development officers and Quality & Compliance Co-ordinator to align inspections with Ark Housing's audit and assurance programme.
- Contribute to assurance exercises including milestone reviews, site readiness checks, and risk assessments.
- Respond to actions or issues raised in audits, Gateway Reviews, or third-party inspections.
- Assist in validating consultant and contractor claims around quality, programme or progress.

### ***Handover and Post-Completion***

- Support pre-handover inspections and verify that all snagging and outstanding works are completed to a satisfactory standard.
- Participate in post-occupancy reviews and support the rectification of latent or residual defects during the Defects Liability Period.

## **General Duties**

- Act at all times in accordance with Ark Housing's policies on equality, health and safety, environmental sustainability and safeguarding.
- Undertake training and professional development relevant to the role.
- Carry out any other reasonable duties as required by the Director of Housing Supply.

This list is not exhaustive and only highlights key areas and tasks associated with this post.

It cannot be prescriptive, and it is a requirement of this position that there exist high levels of flexibility and responsiveness to the changing needs of the organisational and service demands.

The post holder shall therefore be required to positively respond to such demands and ensure that the commitment, innovation, flexibility, and delivery of high-quality services remain paramount.

## Clerk of Works (Personnel Specification)

### Personnel Specification

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Relevant construction-related qualification (e.g. HNC, HND, NVQ Level 4+)	E	
Valid CSCS card (or willingness to obtain)	E	
Membership of ICWCI or CIOB		D
Health & Safety or CDM-related training		D
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
5+ years' experience on construction sites, ideally residential	E	
Track record of quality inspection and snagging	E	
Experience inspecting or working with M&E installations in domestic or residential developments		D
Experience in social/affordable housing projects		D
Working with Housing Association Employer's Requirements		D
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Understanding of Building Regulations, NHBC or similar standards	E	
Knowledge of construction sequencing, quality control methods and CDM principles	E	

Basic understanding of domestic M&E systems, commissioning processes and relevant compliance standards		D
Familiarity with the DfC Housing Association Guide		D
Awareness of Building Safety Act obligations		D
<b>Skills &amp; Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Clear and accurate record keeping	E	
Strong observational and diagnostic skills	E	
Ability to challenge contractors respectfully but firmly	E	
Competent in Microsoft Word, Excel, and digital photography	E	
Integrity, independence and a strong sense of professional responsibility	E	
High level of accuracy and attention to detail	E	
Excellent communication and interpersonal skills	E	
Willingness to travel across sites with flexibility	E	
Full clean driving license and access to a vehicle	E	

### **Selection Timetable**

The closing date for completed applications is **12noon on Friday 17<sup>th</sup> October 2025**. Applications should be sent by email to: [recruitment@arkhousing.co.uk](mailto:recruitment@arkhousing.co.uk)

Responses will only be accepted on the relevant application form. **Please note that CVs will not be accepted.**

The shortlisting process is envisaged to take place week commencing 20<sup>th</sup> October 2025 with successful applicants invited for interview week commencing 10 November 2025 (subject to confirmation). Further details will be provided to those candidates invited to participate in this stage of the process.

In the event that a candidate is invited to interview but is unavailable on the proposed date and time due to reasons beyond their control, the panel may endeavour to accommodate an alternative arrangement subject to their own availability, although this may not be possible and is not guaranteed unless an adjustment is required in accordance with the Disability Discrimination Act 1995.

### **Demonstration of Competencies**

Candidates will be required to demonstrate during the selection and assessment process that they satisfy the core requirements of the post as set out in the job description and person specification.

### **Guidance Notes on Completing Your Application Form**

It is important that you read these notes carefully before you complete the application form.

#### **Job Description and Personnel Specification**

The Job Description and Personnel Specification will assist you in deciding whether you meet the minimum essential criteria for this position. Please remember that the Association reserves the right to increase the criteria used for the short listing of candidates to be selected for interview without further notification.

You should use the job description and personnel specification to help you consider your relevant experience, qualifications, skills and abilities and ensure that you outline how you meet those requirements when completing the relevant section of the application.

#### **Short Listing Candidates**

Candidates will be selected solely on the information provided in the application form therefore you should ensure that you answer all sections fully and address all essential and desirable criteria where possible.

#### **Confidential Equality Monitoring Form**

To comply with our obligations under Equal Opportunities and Fair Employment legislation we are required to monitor our recruitment exercises in order to ensure that our recruitment policies and procedures are effective. All applicants are

therefore required to complete the Equal Opportunities Form associated with this application.

You should ensure that you complete the Equality Form and return it in a separate envelope addressed to the Equality Officer and marked Private & Confidential or by email along with your completed application form to: [recruitment@arkhousing.co.uk](mailto:recruitment@arkhousing.co.uk)

We will not use data from our equal opportunities monitoring form as part of the selection process.

#### Supporting Documents

Documentary evidence will be required if you are shortlisted to attend for interview. This will include photographic identification e.g. passport, driving license or other form of acceptable ID.

Copies of your educational qualifications, professional membership and any other documents required to support your application will also be required. You may bring these documents to the office with you on the day of your interview and staff will arrange to copy them for you. Please note that all documents provided must be original.

#### Disclosure of Criminal Records

All applicants must complete this section of the form fully and where criminal convictions are disclosed details must be provided of the offence(s) of which the applicant has been convicted and any relevant details relating to the offences.

You should note that Ark Housing are required to carry out checks on all people being considered for employment with the Association through the Access NI scheme.

#### Data Protection

All information provided by applicants will be used solely for the purposes for which it is required in this recruitment exercise and will not be disclosed to others except where we are obliged to do so in accordance with the provisions of the General Data Protection Regulations.

#### Equality of Opportunity

Ark Housing is an Equal Opportunities Employer, and we welcome applications from all sections of our community. Arrangements can be made for those applicants who require additional support or assistance because of a disability or other consideration which may hinder them in this application process. If you require such assistance, please contact John McVey at this office on Tel: 028 90 752310 or Email: [recruitment@arkhousing.co.uk](mailto:recruitment@arkhousing.co.uk).

### General Points

The application form, if completed by hand, should be completed in **black ink** and must be legible. If submitted by post, please make sure that you leave plenty of time for your application to be received by the closing date & time. Please remember that **late applications will not be accepted**.

Ensure that you have signed and dated the application form. Electronic signatories are acceptable on emailed applications.

Do not send any supporting documentation with this application form. We may ask for such documents if your application is successful, and you are shortlisted for interview.

Please ensure that you have the permission of your nominated referees to act on your behalf and that they agree to provide you with a reference.

Canvassing on behalf of your application will disqualify your application.