



## Person Specification

<b>Post title</b>	Clerk of Works – Major Developments and Infrastructure	<b>Grade</b>	Pay Band H / £34,434 - £36,363 per annum
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To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

<b>Shortlisting Number</b>	<b>Criteria</b>	<b>Method of assessment</b>
<b>Skills, knowledge, experience</b>		
S1	Demonstrable experience in the delivery of highways related construction projects with an emphasis on highways schemes such as new junctions, carriageway widening, capacity improvements and new sustainable travel links	CV/SS, I
S2	Experience and knowledge of highways engineering methods, practices, and construction techniques.	CV/SS, I
S3	Experience of planning and supervising works on the road network	CV/SS, I
S4	Good project management skills with the ability to ensure good housekeeping in relation to project documentation	CV/SS, I
S5	Experience of developing programmes of work for the delivery of a suite of highway improvement projects	CV/SS, I
S6	Ability to undertake site investigations / observations.	CV/SS, I
S7	Ability to work independently, producing accurate work to a high standard, with minimal supervision.	CV/SS, I
S8	Proven experience and track record as a Clerk of Works or site manager.	CV/SS, I
S9	Ability to assess the as-built quality of highway work and accuracy against construction documents and take appropriate action to remedy against variations/inconsistencies	CV/SS, I
S10	Ability to understand drawings and specifications and relate these to actual site conditions	CV/SS, I
S11	Ability to solve construction related problems that arise on site and identify defects and ways of rectifying them	CV/SS, I
S12	Experience of construction sites gained through previous construction training.	CV/SS, I

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S13	Experience of ICT packages including Microsoft Office, including Outlook, Word and Excel	CV/SS, I
S14	Ability to think ahead and anticipate the changing requirements within the team and plan to meet these requirements.	CV/SS, I
<b>Personal attributes and circumstances</b>		
P1	You must adhere to the "Knowsley Better Together" staff qualities; Integrity, Accountability, Communication and Respect	I
P2	A demonstrable willingness to share information and work with other people.	I
P3	Full driving licence and provide a vehicle or equivalent mobility	CV/SS, I
P4	Be politically aware and have knowledge of local government decision making processes	CV/SS, I
P5	Reliable, hardworking with a positive attitude to change, continuous improvement and delivering results.	CV/SS, I
P6	Commitment to follow procedures and respond to instructions from Senior Officers and colleagues.	CV/SS, I
P7	A considerable commitment to flexibility, both in terms of duties undertaken and the need to occasionally work outside normal hours.	CV/SS, I
P8	Demonstrate a commitment to using own learning to enhance capability, present a positive image, guide and support other team members and value the contributions of others.	CV/SS, I
<b>Communication</b>		
C1	Good inter-personal skills with an emphasis on customer care. Ability to communicate effectively with Councillors, contractors, members of the public, and other bodies on highway and scheme issues.	CV/SS, I
C2	Excellent written and verbal communication including effective report writing skills and the ability to respond to enquiries in writing.	CV/SS, I
C3	Ability to make positive contributions towards effective communication within the team and with other internal / external stakeholders.	CV/SS, I
<b>Qualifications</b>		
Q1	Highway construction related vocational training such as City and Guilds or similar and sector recognised highway Clerk of Works related qualification. Evidence of continued professional development.	CV/SS, C

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**CV/SS** = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview  
**P** = Presentation **AC** = Assessment Centre **T** = Test

**Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:**

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours.
- Attitudes to use of authority and maintaining discipline

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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