

Bernicia Group Role Profile

Title: Clerk of Works/Technical Officer (Development)

Reporting to: Senior Technical Officer

Date: September 2026

Purpose

Contribute to the delivery of the Bernicia new homes programme, by improving the quality of new build residential construction through early technical input into scheme delivery and providing an in-house Clerk of Works service for our new build homes.

Ensure that the standards of Bernicia are achieved in our housing developments, and add measureable value to the delivered quality of our new build housing projects.

Provide technical support to the wider development team and be instrumental in tackling and resolving latent defects and historical issues.

Accountabilities

Operational

1. To oversee Contractors works on site and undertake the duties of Clerk of Works and that adequate time is spent in this capacity to ensure the required high standards are achieved;
2. Ensure contractors meet our quality standards, identify building defects, areas of concern on site, contractual risks and and recommend appropriate solutions; Implement recommendations for improvements in products and services in line with sector good practice;
3. Ensure the new homes are constructed in accordance with the approved plans, specifications, building contract and employers requirements, Building Regulations, and Fire Safety Measures;
4. Maintain adequate site records and provide regular reports on all building contracts;
5. To monitor scheme progress on site, and advise and take action to ensure target dates in scheme developments are achieved;
6. Gain an understanding of current and forthcoming building standards particularly in respect of decarbonisation requirements, and work with the design team to ensure future maintenance issues are mitigated at both design and construction stages;

7. Attend pre-start and progress meetings as required and act as the client's representative;
8. Prepare all necessary defect lists and ensure that they are rectified prior to handover. Ensure defects occurring within the defects period are rectified within the appropriate timescales;
9. Ensure that all projects are handed over in accordance with Bernicia's procedures and ensure that all relevant departments within the Group are informed quality standards expected;
10. Establish and maintain a relationship of trust with a project's main contractor;
11. When required use operating systems especially those relating to the use of new technologies;
12. Be a first point of contact in providing assistance, expert advice and solutions with technical issues in Development;
13. Provide technical advice on defects on our new build developments, and latent defects;
14. Support colleagues to maintain internal monitoring and reporting systems and procedural compliance.

Strategic

Contribute to the development of your service area's operational plans and ensure their delivery, including budgets, service improvement plans and key performance indicators, related initiatives and key milestones.

Ensure policies and procedures and frameworks for your service area are in place, relevant and up to date. Ensure compliance with these and all relevant legislative and regulatory requirements.

Research industry good practice and identify opportunities to develop enhance and/or improve your service area.

Represent Bernicia at external meetings to develop a network of relevant partner agencies which complement and enhance the planning and delivery of development schemes.

Provide expert advice and produce timely reports to support the development function, management teams and project teams on matters relating to your service area.

Corporate

- Comply with all relevant legislation and work within our policies and procedures.
- As appropriate to the role, take ownership of the data in your area and support the achievement of high quality data and data management across Bernicia, by ensuring any data recorded is accurate, reliable and trustworthy.
- Perform your role in accordance with the Bernicia Way and draw to your manager's attention any unsafe working practice/conditions.
- Maintain a safe and healthy working environment, by ensuring all health and safety policies and procedures are fully implemented and consistently applied and carrying out suitable and sufficient risk assessments.

The above list is not exhaustive and your role will certainly change over time reflecting the changing needs and activities of the organisation and our commitment to making best use of technology and improving the way we do things. You must therefore be committed to personal development, adapting to and welcoming change and making continuous improvements in the efficiency and effectiveness of our use of resources.

All colleagues are encouraged to not ignore work at the boundaries of their specific role, by taking "ownership" of any issue with which they become involved, ensuring that all matters are brought to a satisfactory conclusion. This includes identifying any risks involved in the day to day responsibilities of the role and taking action to mitigate those risks.

Essential Skills & Experience

A strong practical knowledge of residential construction, gained through a construction trade, site supervision, site management, Clerk of Works, building surveying, technical or comparable site-based role.

A recognised trade qualification, NVQ Level 3 or above, HNC/HND, degree or equivalent construction-related qualification.

Experience of inspecting or assessing workmanship and identifying defects, quality concerns and non-compliance in new build housing or a closely related construction environment.

Ability to read and interpret drawings, specifications, schedules and other construction information.

Working knowledge of construction methods, Building Regulations, health and safety requirements and relevant new homes quality or warranty standards.

Confidence to challenge poor workmanship objectively and constructively, while maintaining effective working relationships.

Good judgement, attention to detail and the ability to take ownership of decisions and actions within the scope of the role.

Ability to organise a varied site workload, maintain accurate records and produce clear written and photographic reports.

Good written, verbal and interpersonal communication skills, including the ability to explain technical matters clearly.

Ability to use digital technology and mobile inspection or reporting systems in a modern working environment.

Customer-focused, collaborative and committed to continuous improvement.

A full UK driving licence and the ability to travel regularly to development sites.

A commitment to learning and development, including working towards an appropriate construction qualification or professional membership where not already held.

Development pathway:

Applications are welcomed from experienced construction tradespeople and site-based staff who can demonstrate strong practical knowledge, high standards of workmanship and the potential to develop into a fully competent Clerk of Works. Structured mentoring, training and support towards relevant qualifications or professional membership will be provided.

Desirable Skills & Experience

Previous experience as a Clerk of Works, Building Inspector, Site Manager, Assistant Site Manager, Supervisor or in a housing quality assurance role.

Experience of working within the social or affordable housing sector, or for a residential developer, contractor, consultant or warranty provider.

Knowledge of affordable housing specifications, customer handover requirements, defects management and the operational needs of housing providers.

Values	
Value	Expectation
Customer Focused	We understand our customers and champion customer focus.
Trusted	We uphold the highest standards of integrity in all our actions, we are personally accountable and deliver what we say we will do.
Respect for People	We respect our tenants and customers and recognise them as individuals. We value our colleagues, encourage their development and reward their performance.
Leadership	We provide strong and transparent leadership, supported by clear decision-making which is evidence-based and outcomes-focused.
Collaborative	We collaborate to help meet the needs of tenants and customers, partners and the wider North East.

