CREATING
COMMUNITIES
TOGETHER

SOUTHERN
HOUSING

Reinvestment Clerk of Works

Our vision is to create communities where everyone has a safe home in a place where they're proud to live. We're big and we're local. Residents are at the heart of all we and we use our size to influence positive change in the areas where we operate.

It's also about living our values which are at the **HEART** of what we do. All colleagues are expected to demonstrate a commitment to our values through their behaviours, actions and words on a daily basis. As a valued member of the Southern Housing Team, you'll embrace our Values to inspire others as well as yourself to be

- **H**onest
- **E**fficient
- **A**ccountable
- **R**espectful
- **T**rusted

You'll demonstrate our HEART values in your behaviours. You'll:

- Be authentic, open and transparent in your actions and words
- Believe that by working together we accomplish more, and work hard every day to improve services, efficiency and value for money.
- Take responsibility for delivering excellence and own your own actions.
- Embrace difference, and put our residents, colleagues and our partners are at the heart of all you do.
- Do what you say you will and be relied upon to keep your promises.

And, of course, always collaborating as One Team, showing commitment to our approach to Equality Diversity & Inclusion, Health & Safety, Compliance and Code of Conduct policies and practices within Southern Housing.

The role

Reporting to the Compliance Manager within the Asset Compliance Reinvestment team, you will be responsible for providing quality assurance services across a programme of lift modernisation and fire risk action remedial projects. This is to ensure we maintain a high standard of project delivery and construction throughout the contract period, ensuring that all regulatory standards are adhered to, through site inspections and by supporting the management of third-party quality inspectors. You will also be assisting the project team and internal stakeholders with the snagging and handover process.

The location

You'll be based at one of our main offices in either Farringdon, Croydon, Maidstone or Sittingbourne, although largely site based across London and the South East. You will also have the option of working in a hybrid way when appropriate and as agreed with your manager.

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What you'll be doing:

- Promoting and maintaining a positive culture and Southern Service standards.
- Keeping abreast of changes to construction technology, regulation and legislation that ensure projects are delivered to the highest quality and required standards.
- Reviewing specifications, plans and contract documents, when requested, to ensure compliance with our specifications and wider contract documentation, highlighting any areas of concern and advising on performance, where necessary.
- Making recommendations in respect of proposals or works that do not conform with the plans, specifications and other documentation, or which might be unsatisfactory for other reasons of design, workmanship, or cost.
- Identifying technical and quality problems on site, making recommendations for corrective action and/or changes to our specifications that improve build quality, customer satisfaction, and value for money.
- Working alongside the Compliance Manager/s to address issues of quality, finish, and compliance with the specification.
- Monitoring for and immediately advising when signs of contractor financial distress become apparent, by reviewing labour on site and observing for signs of financial disputes with subcontractors/suppliers.
- Complying with all Health and Safety requirements and demonstrating a continuous commitment to good, safe working practices. Reporting any site Health and Safety breaches, alerting both the site team and the Compliance Manager/s.
- Supporting the Compliance Manager/s in the management of the third party quality inspectors, such as the fire safety, MEP and lift consultants, advising of any concerns around competence and/or performance against the brief.
- Demonstrating the ability to challenge contractors and consultants in areas of building and fire safety, regarding workmanship and quality.
- Ensuring compliance with all relevant Southern Housing policies and procedures, immediately reporting any non-compliance when it becomes apparent.
- No role profile can cover every issue that may arise and the post holder might be expected to carry out other duties, which are broadly consistent with those described.

What you'll need:

Skills, Experience & Knowledge

- Experience:
  - of a wide range of projects in the construction industry; as a tradesperson or in a similar role; and,
  - in identifying defective or incomplete work during the project delivery or construction process.
- Knowledge:
  - of fire safety standards;
  - of current and evolving Building Regulations;
  - warranty provider standards; and,
  - of good practice in construction techniques and systems.
- Experience in inspecting Modern Methods of Construction.

Southern Housing Limited a charitable housing association and registered society No. .
Southern Home Ownership Limited a registered society No. 18521R
Southern Space Limited company registration No. 5437850.
Southern Development Services Limited company registration No. 5400187.
All registered in England with registered office at Fleet House, 59-61 Clerkenwell Road, London EC1M 5LA.

- Organisational skills, with the ability to meet deadlines and prioritise workload;
- Ability:
    - to present tidy and legible reports;
    - to find solutions in a logical and constructive manner, working collaboratively with the design team and/or contractor;
    - to communicate clearly, accurately, and effectively using a range of different channels with construction professionals at all levels; and,
    - to effectively use IT systems, devices and software, with a basic working knowledge of Microsoft Office programmes, such as Word, Excel, and Email.
- Knowledge of utility, electrical and mechanical service installations.
- You'll need a full driving licence with access to your own vehicle to visit sites and other offices as required.

Size and scope of role	
LT Directorate:	Asset Compliance
No. of Direct Reports:	0
Area of responsibility:	Whole Organisation
JP Last updated:	September 2026

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