

ASSESSOR JOB DESCRIPTION

INTRODUCTION

The Code for Construction Product Information (CCPI or the Code) has been created to promote an urgent and positive culture and behaviour change in the construction product manufacturing industry, ensuring that product information is clear, accurate, up-to-date, accessible and unambiguous.

The Code is a proactive response to Dame Judith Hackitt's Building a Safer Future Review in the wake of the Grenfell Tower tragedy. The Code will promote confidence, credibility and integrity within the construction products industry and the performance of the products used in construction. CPI Ltd. is a not-for-profit organisation with independent governance and management which had been set up to administer and guard the Code.

The Code consists of a leadership and culture survey, a management system questionnaire and verification and validation of evidence submitted for product sets against the eleven clauses of the Code, ensuring accuracy in the creation, communication and management of 'Construction Product Information'. It has an essential role to play in helping to facilitate culture change and drive development and learnings around a collaborative community of those committed to providing trustworthy and reliable product information.



THE ROLE

Registered organisations agree to work to ensure that they embed the principles of the Code into the organisation's activities.

The Verifier is the person who will make judgements about whether a registered organisation is conforming with the Code requirements based on the organisation's response to the Codes' verification framework. This will entail a review of survey submissions concerning the leadership and cultural behaviours within the organisation, validated through a series of interviews. The Verifier will also review the Management Systems Questionnaire, ensuring that the answers and evidence submitted meet the expectations of the Code. Finally, the Verifier will validate the organisations answers and evidence submitted for the selected product set against the eleven clauses.

Verifiers should have the ability and skills to use various forms of distance communication including video-conferencing and document sharing to conduct interviews and review data and evidence.

Verifiers receive a prorated day rate starting at £420 (7 hours day) or £60 per hour, as well as 45p per mile travelling costs. It is expected that organisation assessment of smaller companies may take 1 days, but for larger companies it may take 2-3 or more. For Product Set, the amount of verification time will depend on the number of products within the set and the type of products, i.e., are there safety critical products in the set?

The allotted fee also covers the administration involved with arranging any required validation interviews, writing up the verification reports and dealing with any subsequent queries from the organization or the Code's administration office.

There will be a full induction programme, including introductory sessions of up to one day, for which Verifiers will be reimbursed at a fixed of £301 per day or £43 per hour. There will also be a probation period. Verifiers will be subject to annual review to ensure they are maintaining high levels of quality and professionalism, and an excellent understanding of the Code – especially as it grows and develops.

The following are key verifier tasks:

- Review responses from the organisations Leadership and Culture Survey set against a benchmarking framework and interview a sample of survey respondents to validate responses.
- Against given criteria, review Management Information and Product Set(s) submitted by the organisation with a view to determining the extent to which evidence supports conformance with the Code. Where necessary, undertaking validation interviews and requesting further evidence
- Make a judgement about whether the organisation is conforming with the requirements of the Code's.
- Prepare notes in a prescribed format, recording discussions, detailing where there are areas of strength and weakness for continuous improvement and submit these to the quality assurance process.
- Feedback and defend the judgements that have been made to the interviewees and organizations' senior leadership.
- Participate (as appropriate) with calibration panels to ensure consistency between Verifiers and identify trends across the sector.

COMPETANCIES

Verifiers should possess the following competencies - these will used to assess applicants.

Technical:

1. A science/engineering background from a manufacturing, construction, standards or regulatory environment
2. Experience of audit, certification and assessment processes.
3. The ability to effectively communicate and consult with stakeholders regarding product information content and management.
4. The ability to monitor, report, review and evaluate product information accuracy.

Organisational knowledge:

5. An understanding of the ways in which organisations build positive cultures and the ability to interrogate and analyse clear, accurate, up-to-date, accessible and unambiguous product information.
6. Knowledge and experience of how culture and leadership impact upon organisational product information management systems and processes, and their effectiveness.
7. An understanding of the ways in which leaders set and communicate a clear direction which reinforces consistent approaches to the creation and management of product information and the ability to determine credibility and success.

8. An understanding of the ways in which leaders act to reinforce the values, ethics and culture needed for organisation's product information to be credible.

Building relationships:

9. Ability to undertake verification assessments in a collaborative manner whilst not compromising independence.
10. An understanding of interviewing techniques and ability to undertake effective interviews, using good interpersonal skills and building rapport.
11. An inquisitive and questioning mindset with the ability to explore written and verbal responses with interviewees, and challenge and question responses where necessary.
12. Make rational judgements after considering all the available technical evidence and information.
13. Speak with confidence, authority and conviction and be able to articulate the key points of an argument clearly.
14. An understanding of good communication techniques and ability to communicate effectively, verbally and in writing.
15. An understanding that unforeseen scenarios might occur during the verification process and the ability to deal with these effectively.
16. An understanding of the commitment needed in participating in initial and ongoing Verifier training and the ability and willingness to take part, with a view to personal development in the role.
17. An understanding of the need to work with the CPI Code in developing its offering and the ability and willingness to do so.
18. Suitable gravitas to 'hold the ground' when challenged by senior leaders.

THE APPOINTMENT

This role offers flexibility and would suit those looking for a part-time position or for a role that fits around existing commitments, such as a portfolio career. If you are an experienced professional, with a wide and comprehensive knowledge of the UK construction manufacturing or other related industry where similar assessment techniques are used, e.g. oil and gas, chemical, aviation, etc., then this role is ideal for you.

Verifiers are self-employed and remunerated per organisational verification and product set. You are able to carry out as many or few as they would like, initially subject to the number of organisations that register and product sets submitted. There may be the occasional need to travel, so Verifiers should be able to travel freely around the UK and will be reimbursed for travel. Verifiers will need to provide their own mobiles and IT equipment. A high level of IT skills would be preferable.

Application process:

Please submit your 2-page CV to enquiries@cpicode.org.uk. Please include a covering letter which shows how you meet the competencies listed above, as CPI use an equal opportunities selection process to shortlist candidates for interview against the specific criteria of the role.

Whilst we will endeavour to respond to everyone who applies, if you do not hear from us within one calendar month, please assume you have not been shortlisted.

If shortlisted for interview, these will be undertaken remotely by an interview panel.



If you have any questions about the role or the process, please contact the Project manager at enquiries@cpicode.org.uk