

**Appendix 7.4 –
Sample Schedule of Resident Site Staff Standards and Duties**

[Insert Agreement No. & Title]

SCHEDULE OF RESIDENT SITE STAFF STANDARDS AND DUTIES

Section I : Minimum Qualification and Experience

Section II : Categories of Usual Duties

I Minimum Qualification required and Minimum Experience which could be considered for adoption on common ranks of Resident Site Staff (“RSS”)

The following abbreviations are used in the table below:

| | |
|--------|---|
| yr. | year |
| r. | relevant |
| p. | post |
| q. | qualification |
| e. | experience |
| eq. | equivalent |
| U | University in Hong Kong |
| Cert | Certificate |
| HC | Higher Certificate |
| Dip | Diploma |
| CIC | Construction Industry Council in Hong Kong |
| HKIC | Hong Kong Institute of Construction |
| VTC | Vocational Training Council in Hong Kong |
| IVE | Hong Kong Institute of Vocational Education |
| TI | Technical institute which was/is a member of VTC |
| TC | Technical college which was/is a member of VTC |
| Poly | Polytechnic university / polytechnic in Hong Kong |
| HKDSEE | Hong Kong Diploma of Secondary Education Examination |
| HKCEE | Hong Kong Certificate of Education Examination |
| Syl | Syllabus |
| MHKIA | Member of the Hong Kong Institute of Architects |
| MHKIE | Member of the Hong Kong Institution of Engineers |
| MHKILA | Member of the Hong Kong Institute of Landscape Architects |
| MHKIS | Member of the Hong Kong Institute of Surveyors |

| Professional Rank | Minimum academic/professional qualification required | Minimum experience which could be considered for adoption |
|--------------------------|--|---|
| PRE | MHKIE or eq. in an appropriate discipline | 15 yr. r.p.q.e. |
| CRE | MHKIE or eq. in an appropriate discipline | 10 yr. r.p.q.e. |
| CRA | MHKIA or eq. or Registered Architect of the Architects Registration Board of Hong Kong | 10 yr. r.p.q.e. |
| SRE / SRE(E&M) | MHKIE or eq. in an appropriate discipline | 5 yr. r.p.q.e. |
| SRE(G) | MHKIE or eq. in Civil or Geotechnical discipline | 5 yr. r.p.q.e.; and Minimum 2 yr. experience in geotechnical engineering |
| | Recognised professional qualification in engineering geology or geology or eq., such as Chartered Geologist status of the Geological Society of London, UK | 5 yr. r.p.q.e.; and Minimum 2 yr. experience in engineering geology or geology |
| RE / RE(E&M) | MHKIE or eq. in an appropriate discipline | - |
| RE(G) | MHKIE or eq. in Civil or Geotechnical discipline | Minimum 2 yr. experience in geotechnical engineering |
| | Recognised professional qualification in engineering geology or geology or eq., such as Chartered Geologist status of the Geological Society of London, UK | Minimum 2 yr. experience in engineering geology or geology |
| ARE / ARE(E&M) / ARE(G) | Degree from U or eq. in an appropriate discipline, with formal training pre-approved by appropriate professional institution/institute; or | 3 yr. r.p.q.e. (except ARE(E&M)) ; 2 yr. r.p.q.e. (for ARE(E&M)) |
| | Degree from U or eq. in an appropriate discipline, with at least four or five years' post-academic qualification experience in professional field and | 5 yr. r.p.q.e. (except ARE(E&M)); 4 yr. r.p.q.e. (for ARE(E&M)) |

| Professional Rank | Minimum academic/professional qualification required | Minimum experience which could be considered for adoption |
|--------------------------|---|--|
| | level | |
| SRA | MHKIA or. eq. or Registered Architect of the Architects Registration Board of Hong Kong | 5 yr. r.p.q.e. |
| RA | MHKIA or. eq. or Registered Architect of the Architects Registration Board of Hong Kong | - |
| ARA | Master Degree from U or eq. in Architectural Study | 1 yr. r.p.q.e. |
| <u>SRLA</u> | <u>Professional member of HKILA or eq.</u> | <u>5 yr. r.p.q.e.</u> |
| RLA | Professional member of HKILA or eq. | - |
| ARLA | Degree from U or an academic qualification in Landscape Architecture satisfying the academic requirements for admission to the HKILA Professional Practice Examination or eq. | 2 yr. r.p.q.e. |
| SRQS | MHKIS Quantity Surveying Div. or eq. | 5 yr. r.p.q.e. |
| RQS | MHKIS Quantity Surveying Div. or eq. | - |
| ARQS | Degree from U or eq. in an appropriate discipline | 3 yr. r.p.q.e. |
| SRLS | MHKIS Land Surveying Div. or eq. | 5 yr. r.p.q.e. |
| RLS | MHKIS Land Surveying Div. or eq. | - |
| ARLS | Degree from U or eq. in an appropriate discipline | 2 yr. r.p.q.e. |

| Technical Rank | Minimum academic/professional qualification required | Minimum experience which could be considered for adoption |
|-----------------------|---|---|
| RCTO | Dip or HC from CIC/HKIC/IVE/TI/TC/Poly or eq. in an appropriate discipline | 16 yr. r.p.q.e.; or 3 yr. r.e. as RSIOW or RSCOW or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook |
| RSIOW | Dip or HC from CIC/HKIC/IVE/TI/TC/Poly or eq. in an appropriate discipline | 13 yr. r.p.q.e.; or 5 yr. r.e. as RIOW or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook |
| RIOW | Dip or HC from CIC/HKIC/IVE/TI/TC/Poly or eq. in an appropriate discipline | 8 yr. r.p.q.e.; or 5 yr. r.e. as RAIOW or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook |
| RAIOW | Dip or HC from CIC/HKIC/IVE/TI/TC/Poly or eq. in an appropriate discipline | 3 yr. r.p.q.e.; or 5 yr. r.e. inclusive of 1 yr. r.e. as RWS or eq. in appropriate discipline in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook; or 3 yr. r.e. inclusive of 1 yr. r.e. as RWSI or eq. in appropriate discipline in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook |
| RWSI | Cert from CIC/HKIC/IVE/TI/TC/Poly or eq. in an appropriate discipline; or | 3 yr. r.p.q.e.; or 3 yr. r.e. as RWSII or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook |
| | Completed a recognised technician apprenticeship in an appropriate discipline; or | |
| | Successfully completed a recognised craft apprenticeship with two years' experience as a skilled worker in appropriate discipline; or | |
| | five years' experience as a skilled worker in appropriate discipline | |

| Technical Rank | Minimum academic/professional qualification required | Minimum experience which could be considered for adoption |
|-----------------------|---|--|
| RWSII | Cert from CIC/HKIC/IVE/TI/TC/Poly or eq. in an appropriate discipline; or | - |
| | Successfully completed a recognised technician apprenticeship in an appropriate discipline; or | |
| | Successfully completed a recognised craft apprenticeship with two years' experience as a skilled worker in appropriate discipline; or | |
| | five years' experience as a skilled worker in appropriate discipline | |

| Technical Rank | Minimum academic/professional qualification required | Minimum experience which could be considered for adoption |
|-----------------------|--|--|
| RSCOW | Dip or HC from CIC/HKIC/IVE/TI/TC/Poly or eq. in Building discipline | 13 yr. r.p.q.e.; or 5 yr. r.e. as RCOW or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook |
| RCOW | Dip or HC from CIC/HKIC/IVE/TI/TC/Poly or eq. in Building discipline | 8 yr. r.p.q.e.; or 5 yr. r.e. as RACOW or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook |
| RACOW | Dip or HC from CIC/HKIC/IVE/TI/TC/Poly or eq. in Building discipline | 3 yr. r.p.q.e.; or 5 yr. r.e. inclusive of 1 yr. r.e. as RWS or eq. in Building discipline in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook; 3 yr. r.e. inclusive of 1 yr. r.e. as RWSI or eq. in Building discipline in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook |
| RSFO | Dip or HC from CIC/HKIC/IVE/TI/TC/Poly or eq. in an appropriate discipline | 12 yr. r.p.q.e. including landscape projects, countryside/flora/wildlife field survey and management; or 4 yr. r.e. as RFOI or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook |
| RFOI | Dip or HC from CIC/HKIC/IVE/TI/TC/Poly or eq. in an appropriate discipline | 8 yr. r.p.q.e. including landscape projects, countryside/flora/wildlife field survey and management; or 7 yr. r.e. as RFOII or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook |

| Technical Rank | Minimum academic/professional qualification required | Minimum experience which could be considered for adoption |
|-----------------------|--|--|
| RFOII | Dip or HC from CIC/HKIC/IVE/TI/TC/Poly or eq. in an appropriate discipline | 1 yr. r.p.q.e. including landscape projects, countryside/flora/wildlife field survey and management |
| RPSO(E) | Dip or HC from CIC/HKIC/IVE/TI/TC/Poly or eq. in an appropriate discipline | 10 yr. r.p.q.e.; or 3 yr. r.e. as RSSO(E) or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook |
| RSSO(E) | Dip or HC from CIC/HKIC/IVE/TI/TC/Poly or eq. in an appropriate discipline | 7 yr. r.p.q.e.; or 7 yr. r.e. as RSO(E) or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook |
| RSO(E) | Dip or HC from CIC/HKIC/IVE/TI/TC/Poly or eq. in an appropriate discipline | - |
| RPSO(Q) | Dip or HC from CIC/HKIC/IVE/TI/TC/Poly or eq. in an appropriate discipline | 10 yr. r.p.q.e.; or 3 yr. r.e. as RSSO(Q) or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook |
| RSSO(Q) | Dip or HC from CIC/HKIC/IVE/TI/TC/Poly or eq. in an appropriate discipline | 7 yr. r.p.q.e.; or 7 yr. r.e. as RSO(Q) or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook |
| RSO(Q) | Dip or HC from CIC/HKIC/IVE/TI/TC/Poly or eq. in an appropriate discipline | - |

| Technical Rank | Minimum academic/professional qualification required | Minimum experience which could be considered for adoption |
|--|---|---|
| RPTO | Dip or HC from CIC/HKIC/IVE/ITI/TC/Poly or eq. in an appropriate discipline | 10 yr. r.p.q.e.; or 3 yr. r.e. as RSTO or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook |
| RSTO | Dip or HC from CIC/HKIC/IVE/ITI/TC/Poly or eq. in an appropriate discipline | 7 yr. r.p.q.e.; or 7 yr. r.e. as RTO or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook |
| RTO | Dip or HC from CIC/HKIC/IVE/ITI/TC/Poly or eq. in an appropriate discipline | - |
| Resident Artisan, Resident Chainman, Resident Laboratory Assistant | Cert from CIC/HKIC/IVE/ITI/TC/Poly or eq. in appropriate discipline; or | - |
| | Completed a recognised technician apprenticeship in an appropriate discipline | |
| | Pass a trade-cum-physical test during an interview | 1 yr. r.e. |

| Clerical Rank | Minimum academic/professional qualification required | Minimum experience which could be considered for adoption |
|----------------------|---|--|
| RSIO | Degree from U or eq. in an appropriate discipline | 10 yr. r.p.q.e. in the fields of journalism, publicity or public relations |
| RIO | Degree from U or eq. in an appropriate discipline | 5 yr. r.p.q.e. in the fields of journalism, publicity or public relations |
| REO | Degree from U or eq. in an appropriate discipline | 7 yr. r.p.q.e. ; or 7 yr. r.e. as RAEO or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook |
| RAEO | Degree from U or eq. in an appropriate discipline | - |
| RAO | Degree from U or eq. in accountancy | 8 yr. r.p.q.e. in accounting or auditing |
| RSCO | Level 2 or eq. or above five subjects in HKDSEE or eq.; or Level 2 / Grade E or above in five subjects in HKCEE or eq.; and knowledge in application of common business software (e.g. Microsoft Word and Excel) | 9 yr. r.p.q.e.; or 3 yr. r.e. as RCO or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook |
| RCO | Level 2 or eq. or above in five subjects in HKDSEE or eq.; or Level 2 / Grade E or above in five subjects in HKCEE or eq.; and knowledge in application of common business software (e.g. Microsoft Word and Excel) | 6 yr. r.p.q.e.; or 6 yr. r.e. as RACO or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook |

| Clerical Rank | Minimum academic/professional qualification required | Minimum experience which could be considered for adoption |
|----------------------|--|--|
| RACO | <p>Level 2 or eq. or above in five subjects in HKDSEE or eq.; or</p> <p>Level 2 / Grade E or above in five subjects in HKCEE or eq.; and</p> <p>Chinese word processing speed of 20 word per minute and English word processing speed of 30 word per minute; and</p> <p>knowledge in application of common business software (e.g. Microsoft Word and Excel)</p> | - |

| Clerical Rank | Minimum academic/professional qualification required | Minimum experience which could be considered for adoption |
|---------------|---|---|
| RACO(LR) | <p>Level 2 or eq. or above in five subjects in HKDSEE or eq.; or</p> <p>Level 2 / Grade E or above in five subjects in HKCEE or eq.; and</p> <p>knowledge in application of common business software (e.g. Microsoft Word and Excel); and</p> <p>(i) full-time working experience on personnel management or human resources related duties and preferably with post-secondary certificate on personnel management or human resources; or</p> <p>(ii) for recruitment exercises encountered with recruitment difficulty subject to substantiation by the Consultants*/<i>Consultant*</i> and acceptance by the managing department, post-secondary certificate on personnel management or human resources may be considered</p> | - |
| RCA | <p>Completion of Secondary 4 with subjects studied including Mathematics), or eq.; and</p> <p>Chinese word processing speed of 20 word per minute and English word processing speed of 30 word per minute; and</p> <p>knowledge in application of common business software (e.g. Microsoft Word and Excel)</p> | - |

| Clerical Rank | Minimum academic/professional qualification required | Minimum experience which could be considered for adoption |
|----------------------|--|--|
| RPSII | <p>Level 2 or eq. or above in five subjects in HKDSEE or eq.; or</p> <p>Level 2 / Grade E or above in five subjects in HKCEE or eq.; and</p> <p>Chinese word processing speed of 20 word per minute and English word processing speed of 50 word per minute; and</p> <p>proficiency in the application of common business software (e.g. Microsoft Word and Excel)</p> | - |

Remarks:

- (i) In general, language is not an essential requirement for RSS at professional ranks. If project offices consider it necessary to lay down language requirement(s) for the recruitment of RSS at professional ranks (not limited to those posts listed in this Appendix), prior approval from DEVB shall be obtained before the related requirement(s) are included in the consultancy documents for the invitation of Expression of Interest submissions and Technical & Fee Proposals.
- (ii) For all technical and clerical ranks (except RWSI, RWSII, Resident Artisan, Resident Chainman, Resident Laboratory Assistant and RCA), the language proficiency requirements of Level 2 or above in Chinese Language and English Language in HKDSEE / HKCEE or equivalent shall be met unless otherwise recommended by the Consultants*/*Consultant** and accepted by the managing department for special cases with justifications recommended by the Consultants*/*Consultant**.
- (iii) For RWSI and RWSII, a level of proficiency in Chinese and English Languages equivalent to Secondary 3 standard or above shall be attained unless otherwise recommended by the Consultants*/*Consultant** and accepted by the managing department for special cases with justifications recommended by the Consultants*/*Consultant**.
- (iv) For Resident Artisan, Resident Chainman and Resident Laboratory Assistant, a level of proficiency in Chinese and English Languages equivalent to Primary 6 standard or above shall be attained unless otherwise recommended by the Consultants*/*Consultant** and accepted by the managing department for special cases with justifications recommended by the Consultants*/*Consultant**.
- (v) For RCA, a level of proficiency in Chinese and English Languages equivalent to Secondary 4 standard or above shall be attained unless otherwise recommended by the Consultants*/*Consultant** and accepted by the managing department for special cases with justifications recommended by the Consultants*/*Consultant**.
- (vi) For the purpose of determination on whether to meet the language proficiency requirements for the technical and clerical ranks only, Grade C and Grade E in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to Level 3 and Level 2 respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.
- (vii) For the purpose of determination on whether to meet the minimum academic qualification required for the relevant clerical ranks only, “Attained” in Applied Learning subjects (subject to a maximum two Applied Learning subjects), and Grade E in Other Language subjects in the HKDSEE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in the HKDSEE.
- (viii) For any works contract with a pre-tender estimate higher than \$500 million, at least one of the RE/RA or RIOW/RAIOW/RCOW/RACOW shall possess the academic qualification of degree, certificate or diploma in occupational safety and health, or construction safety

unless otherwise accepted by the managing department with justifications recommended by the Consultants*/*Consultant**.

* Delete as appropriate

II Categories of Usual Duties of Common RSS Ranks

The categories of usual duties of common RSS ranks listed below shall not be considered exhaustive. The Consultants*/*Consultant** shall review the nature, scope and complexity of works contracts and the project and propose further update(s) to the list of categories of usual duties for each rank of the proposed RSS establishment as appropriate so that the site supervision and contract management of such works contracts and the project can be effectively carried out. The Consultants*/*Consultant** shall include such updated lists in the RSS Manual and review them from time to time.

**PRE, CRE, CRA,
SRE, SRE(E&M), SRE(G), SRA, SRLA, SRQS, SRLS,
RE, RE(E&M), RE(G), RA, RLA, RQS, RLS**

Include but not limited to the following categories of usual duties:

- Taking up the roles and duties of the representative or delegate of the Project Manager, Supervisor, Engineer, Architect, Surveyor, and/or Supervising Officer as appropriate under works contracts as assigned by the Consultants*/*Consultant**
- Site supervision and management of works contracts
- Assessment of payments, defined costs and fees, target prices, pain-gain shares, compensation events/variations/claims, etc. for works contracts
- Dispute avoidance and resolution for works contracts
- Resolution of project risks and site problems of works contracts and the project
- Performance management of works contractors and their subcontractors and suppliers
- Financial management and forecasting of works contracts and the project
- Programme management and forecasting of works contracts and the project
- Safety, quality and environmental management of works contracts and the project
- Monitoring of achievement of objectives, targets and key performance indicators of works contracts and the project
- Monitoring of compliance of various statutory and/or permit requirements under different ordinances/regulations for works contracts and the project
- Co-ordination and liaison in handover of sites, working areas and accesses for works contracts and the project

- Record management and works handover with operation and maintenance parties for works contracts and the project
- Co-ordination and liaison with the managing department, other Government bureaux/departments, statutory bodies, utility companies, public transport companies, etc. for works contracts and the project
- Co-ordination and liaison with community stakeholders, professional institutions/institutes, District Council, Legislative Council, etc. for works contracts and the project
- Provision of assistance in public engagement and consultation activities in relation to works contracts and the project
- Resolution of public enquiries and complaints in relation to works contracts and the project
- Adoption of New Engineering Contract (NEC), Building Information Modelling (BIM), electronic communication system and/or other smart technologies as appropriate to facilitate the site supervision and contract management of works contracts
- Collaboration with other RSS ranks for delivery of works contracts and the project in safe, efficient and cost effective manner with good quality
- Management of RSS subordinates and site offices
- Other duties related to this consultancy, works contracts or the project as may be assigned by the head of the RSS team, their supervisors or the Consultants*/*Consultant** from time to time

ARE, ARE(E&M), ARE(G), ARA, ARLA, ARQS, ARLS

Include but not limited to the following categories of usual duties:

- Provision of professional assistance to RSS at professional ranks or above in the delivery of their duties of the representative or delegate of the Project Manager, Supervisor, Engineer, Architect, Surveyor, and/or Supervising Officer as appropriate under works contracts as assigned by the Consultants*/*Consultant**
- Provision of professional assistance to RSS at professional ranks or above in the delivery of all their other assigned duties related to works contracts and the project
- Collaboration with other RSS ranks for delivery of works contracts and the project in safe, efficient and cost effective manner with good quality

- Other duties related to this consultancy, works contracts or the project as may be assigned by the head of the RSS team, their supervisors, RSS at professional ranks or above or the Consultants*/*Consultant** from time to time

**RCTO, RSIOW, RSCOW, RSFO, RIOW, RCOW,
RAIOW, RACOW, RWSI, RWSII, RFOI, RFOII**

Include but not limited to the following categories of usual duties:

- Provision of relevant technical support to RSS at professional ranks or above in the delivery of their duties of the representative or delegate of the Project Manager, Supervisor, Engineer, Architect, Surveyor, and/or Supervising Officer as appropriate under works contracts as assigned by the Consultants*/*Consultant**
- Provision of technical support to RSS at professional ranks or above in the delivery of their other assigned duties associated with works contracts and the project for:
 - site supervision
 - resolution of project risks and site problems
 - performance monitoring of works contractors and their subcontractors and suppliers
 - financial assessment
 - dispute avoidance and resolution
 - programme assessment
 - safety, quality and environmental management
 - monitoring of achievement of objectives, targets and key performance indicators
 - monitoring of compliance of various statutory and/or permit requirements under different ordinances/regulations for works contracts and the project
 - co-ordination and liaison with other relevant parties
 - record keeping and verification
 - works handover
 - resolution of public enquiries and complaints, etc.
- Collaboration with other RSS ranks for delivery of works contracts and the project in safe, efficient and cost effective manner with good quality
- Management of RSS subordinates
- Other duties related to this consultancy, works contracts or the project as may be assigned by the head of the RSS team, their supervisors, RSS at professional ranks or above and the Consultants*/*Consultant** from time to time

RPTO, RSTO, RTO

Include but not limited to the following categories of usual duties:

- Provision of relevant technical support to RSS at professional ranks or above in the delivery of their duties of the representative or delegate of the Project Manager, Supervisor, Engineer, Architect, Surveyor, and/or Supervising Officer as appropriate under works contracts as assigned by the Consultants*/*Consultant**
- Provision of technical support to RSS at professional ranks or above in the delivery of their other assigned duties associated with works contracts and the project for:
 - BIM
 - drawing preparation and updating
 - information technology systems, electronic communication system and electronic document management system
 - resolution of project risks and site problems
 - performance monitoring of works contractors and their subcontractors and suppliers
 - programme assessment
 - quality management
 - monitoring of achievement of objectives, targets and key performance indicators
 - co-ordination and liaison with other relevant parties
 - record keeping and verification, etc.
- Collaboration with other RSS ranks for delivery of works contracts and the project in safe, efficient and cost effective manner with good quality
- Management of RSS subordinates
- Other duties related to this consultancy, works contracts or the project as may be assigned by the head of the RSS team, their supervisors, RSS at professional ranks or above and the Consultants*/*Consultant** from time to time

RPSO(Q), RSSO(Q), RSO(Q)

Include but not limited to the following categories of usual duties:

- Provision of relevant technical support to RSS at professional ranks or above in the delivery of their duties of the representative or delegate of the Project Manager, Supervisor, Engineer, Architect, Surveyor, and/or Supervising Officer as appropriate under works contracts as assigned by the Consultants*/*Consultant**
- Provision of technical support to RSS at professional ranks or above in the delivery of their other assigned duties associated with works contracts and the project for:
 - assessment of payments, defined costs and fees, target prices, pain-gain shares, compensation events/variations/claims, etc.

- dispute avoidance and resolution
 - site measurement
 - financial forecasting
 - BIM
 - resolution of project risks and site problems
 - performance monitoring of works contractors and their subcontractors and suppliers
 - quality management
 - monitoring of achievement of objectives, targets and key performance indicators
 - co-ordination and liaison with other relevant parties
 - record keeping and verification, etc.
- Collaboration with other RSS ranks for delivery of works contracts and the project in safe, efficient and cost effective manner with good quality
 - Management of RSS subordinates
 - Other duties related to this consultancy, works contracts or the project as may be assigned by the head of the RSS team, their supervisors, RSS at professional ranks or above and the Consultants*/*Consultant** from time to time

RPSO(E), RSSO(E), RSO(E)

Include but not limited to the following categories of usual duties:

- Provision of relevant technical support to RSS at professional ranks or above in the delivery of their duties of the representative or delegate of the Project Manager, Supervisor, Engineer, Architect, Surveyor, and/or Supervising Officer as appropriate under works contracts as assigned by the Consultants*/*Consultant**
- Provision of technical support to RSS at professional ranks or above in the delivery of their other assigned duties associated with works contracts and the project for:
 - engineering and other surveys
 - survey facilities and equipment
 - BIM
 - drawing preparation and updating
 - resolution of project risks and site problems
 - performance monitoring of works contractors and their subcontractors and suppliers
 - site measurement
 - financial assessment
 - quality management
 - monitoring of achievement of objectives, targets and key performance indicators
 - co-ordination and liaison with other relevant parties
 - record keeping and verification, etc.
- Collaboration with other RSS ranks for delivery of works contracts and the project in safe, efficient and cost effective manner with good quality

- Management of RSS subordinates
- Other duties related to this consultancy, works contracts or the project as may be assigned by the head of the RSS team, their supervisors, RSS at professional ranks or above and the Consultants*/*Consultant** from time to time

RSIO, RIO

Include but not limited to the following categories of usual duties:

- Provision of relevant public relations (PR) support to RSS at professional ranks or above in the delivery of their duties of the representative or delegate of the Project Manager, Supervisor, Engineer, Architect, Surveyor, and/or Supervising Officer as appropriate under works contracts as assigned by the Consultants*/*Consultant**
- Provision of PR support to RSS at professional ranks or above in the delivery of their other assigned duties associated with works contracts and the project for:
 - resolution of press queries and questions from the public
 - resolution of public complaints
 - preparation of press releases and publications
 - organization of campaigns, media events and publicity programmes
 - management of project website and social media channels
 - arrangement of site visits
 - monitoring of achievement of objectives, targets and key performance indicators
 - co-ordination and liaison with other relevant parties
 - public engagement and consultation activities
- Collaboration with other RSS ranks for delivery of works contracts and the project in safe, efficient and cost effective manner with good quality
- Management of RSS subordinates
- Other duties related to this consultancy, works contracts or the project as may be assigned by the head of the RSS team, their supervisors, RSS at professional ranks or above and the Consultants*/*Consultant** from time to time

REO, RAEO

Include but not limited to the following categories of usual duties:

- Provision of relevant administration support to RSS at professional ranks or above in the delivery of their duties of the representative or delegate of the Project Manager, Supervisor,

Engineer, Architect, Surveyor, and/or Supervising Officer as appropriate under works contracts as assigned by the Consultants*/*Consultant**

- Provision of administration support to RSS at professional ranks or above in the delivery of their other assigned duties associated with works contracts and the project for:
 - record management
 - human resource management
 - financial management
 - performance management of works contractors and their subcontractors and suppliers
 - monitoring of achievement of objectives, targets and key performance indicators of works contracts and the project
 - returns to Government bureaux/departments and statutory bodies
 - general administration and operation of site offices
 - co-ordination and liaison with other relevant parties
 - general administration of RSS
 - provision of assistance in public engagement and consultation activities in relation to works contracts and the project
- Collaboration with other RSS ranks for delivery of works contracts and the project in safe, efficient and cost effective manner with good quality
- Management of RSS subordinates and site offices
- Other duties related to this consultancy, works contracts or the project as may be assigned by the head of the RSS team, their supervisors, RSS at professional ranks or above and the Consultants*/*Consultant** from time to time

RAO

Include but not limited to the following categories of usual duties:

- Provision of relevant accounting support to RSS at professional ranks or above in the delivery of their duties of the representative or delegate of the Project Manager, Supervisor, Engineer, Architect, Surveyor, and/or Supervising Officer as appropriate under works contracts as assigned by the Consultants*/*Consultant**
- Provision of accounting support to RSS at professional ranks or above in the delivery of their other assigned duties associated with works contracts and the project for:
 - open book accounting
 - subcontracting and payment checking
 - site measurement
 - record management
 - financial management
 - quality management
 - adoption of NEC
 - performance management of works contractors and their subcontractors and suppliers

- monitoring of achievement of objectives, targets and key performance indicators of works contracts and the project
- co-ordination and liaison with other relevant parties
- record keeping and verification, etc.
- Collaboration with other RSS ranks for delivery of works contracts and the project in safe, efficient and cost effective manner with good quality
- Management of RSS subordinates
- Other duties related to this consultancy, works contracts or the project as may be assigned by the head of the RSS team, their supervisors, RSS at professional ranks or above and the Consultants*/*Consultant** from time to time

RSCO, RCO, RACO, RACO(LR), RCA, PSII

Include but not limited to the following categories of usual duties:

- Provision of relevant clerical support to RSS at professional ranks or above in the delivery of their duties of the representative or delegate of the Project Manager, Supervisor, Engineer, Architect, Surveyor, and/or Supervising Officer as appropriate under works contracts as assigned by the Consultants*/*Consultant**
- Provision of clerical support to RSS at professional ranks or above in the delivery of their other assigned duties associated with works contracts and the project for:
 - record management
 - monitoring of payment of wages to site workers
 - enquiries from site workers
 - records of registered site workers
 - returns to Government bureaux/departments and statutory bodies
 - general administration and operation of site offices
 - servicing and maintenance of site offices
 - performance monitoring of works contractors and their subcontractors and suppliers
 - monitoring of achievement of objectives, targets and key performance indicators
 - co-ordination and liaison with other relevant parties
 - public engagement and consultation activities
 - resolution of public enquiries and complaints
 - general administration of RSS
 - coordination for training of RSS, etc.
- Collaboration with other RSS ranks for delivery of works contracts and the project in safe, efficient and cost effective manner with good quality
- Management of RSS subordinates

- Other duties related to this consultancy, works contracts or the project as may be assigned by the head of the RSS team, their supervisors, RSS at professional ranks or above and the Consultants*/*Consultant** from time to time

* Delete as appropriate