## General Foreman

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| **Generic title** | Manager – 3 |
| **General Description** | A technical or functional role expected to deliver closely defined tasks within company procedures and industry standards. The person will receive clear guidance.  In operations they will supervise teams of trades or provide engineering and construction functions. They will provide technical services (engineering, construction) on a site or project.  In commercial they will work in a team of estimators, surveyors or designers. They may supervise small groups working on a specific task. |

## Competencies

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| **Achieving Results** | Sets clear and appropriate goals that consider the bigger picture  Drives well to achieve consistent results  Deliver a quality performance consistently |
| **Analytical thinking and decision making** | Rational and systematic analysis of situation to enable decisions on more varied issues  Questioning the evidence to evaluate issues |
| **Communication** | Ability to choose most appropriate style of communication  Able to listen actively by which we mean hearing and interpreting what is said  Demonstrating sound questioning techniques |
| **Dealing with change** | Sees a potential of new ideas and situations  Takes a pragmatic approach to change  Considers impact of change on others as well as self  Ability to explain the effects to colleagues |
| **Teamwork** | Develop inter-company collaboration inside and outside company  Understand the role of a team and how it delivers the objectives  Can adapt to different types of teams in most situations  Take a cohesive and encouraging approach to team working |
| **Leadership** | Ability to take control of situations with one’s sphere of influence  Assume responsibility – organising and guiding where necessary |
| **Managing resources** | Create a plan for familiar project or process  Interpret a plan and decide what resources and required  Bring resources together and ensure they are efficiently deployed  Able to call upon and manage diverse skills and methods to deliver results |
| **Negotiation** | Understand the other’s point of view  Make an objective and structured case with pros and cons  Understand the need to give and take  Understand and defend a position |
| **People Development** | Can work well within tested frameworks of development to identify other’s needs  Use personal experience to build skills in other people  Use informal and formal performance reviews to target needs for development  Understand and recognise people’s current career needs  Coach and give feedback  Build development plans with others |

## Role definition

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| **Summary of role** | Supervision and coordination of site personnel and subcontractors, the reporting of all relevant site activities and managing the quality of work performed. |
| **Responsibilities and accountabilities** | Coordinate the day to day operations of the site  Ensure adherence to relevant policies and procedures  Control and monitor all activities on site  Support the achievement of perfect delivery  Ensure the daily programming of all site works is performed in accordance with the company construction program  In conjunction with the project manager, site engineer and construction manager plan and review overall status of project(s) on an ongoing basis  Ensure all site resource (labour, machinery, materials, sub-contractors etc) are effectively utilised and monitored in order to achieve timely completion of projects  Deliver tool box talks and daily task briefings  Upon completion of task, ensure all appropriate hired in plant and equipment is promptly off hired  Ensure the project manager is promptly provided with any relevant documentation received from either the customer or authorities  Identify and record any possible variations to the contract, ensuring the project  manager / construction manager is promptly notified  Ensure that all statutory requirements are adhered to on site at all times  Ensure site diary is completed at the completion of each day, accurately recoding the day’s events  Make a deliberate effort to gain a full understanding and working knowledge of the  Company’s SHEQ policies and procedures, ensuring all site personnel adhere to them at all times.  Ensure the appropriate safety equipment is worn by site personnel at all times  Ensure that all requests to perform unsafe work practices that may result in damage to machinery, people or property are declined  Control and monitor waste management, noise pollution, dust and other environmental issues  Make a deliberate effort to gain a full understanding and working knowledge of Morgan Sindall’s quality systems, ensuring all site personnel adhere to them at all times  Prior to the commencement of site works, gain an understanding of the relevant project specifications and drawings  On an ongoing basis, monitor all works against specifications to ensure the continuing quality and accuracy of work performed  Notify the projects manager / construction Manager of any defects, mistakes, errors, contamination or variations identified  Ensure all the applicable quality checklists are properly completed  Make self-available as coach/mentor in assisting direct reports to develop in their positions  Ensure that relevant information is communicated to direct reports/sub-contractors enabling them to effectively carry out their functions.  Delegate tasks to direct reports in line with skill, knowledge and ability and where necessary identify skill gaps and training requirements  On an ongoing basis, monitor the progress of subcontractors in order to determine suitability for future work  As required/requested, be prepared to carry out other duties and responsibilities  As required, become involved in “on the job training” of others  Participate in any other relevant/appropriate training programs as requested by the company |
| **Qualifications, training and technical knowledge** | NVQ 3 or 4 preferred  CSCS card  First Aid  CITB 5 day (preferable)  Knowledge of traditional construction activities is essential |
| **Attributes and skills** | Ability to work in a team environment contributing across a project, site or area  Good supervision skills, with the ability to motivate self and small teams to perform specific tasks  Good planning and time management skills  Ability to contribute to meeting standards and specifications  Ability to work well either alone or as part of a team  Sound knowledge of construction practises and standards within their subject  Specialist knowledge in chosen field  Good writing, analytical and problem-solving skills  Ability to follow oral and written instructions  Ability to handle situations and problems  Know when to ask for help and guidance |