

## General Foreman

<b>Generic title</b>	Manager – 3
<b>General Description</b>	<p>A technical or functional role expected to deliver closely defined tasks within company procedures and industry standards. The person will receive clear guidance.</p> <p>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.</p> <p>In commercial they will work in a team of estimators, surveyors or designers. They may supervise small groups working on a specific task.</p>

## Competencies

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

## Role definition

<b>Summary of role</b>	Supervision and coordination of site personnel and subcontractors, the reporting of all relevant site activities and managing the quality of work performed.
<b>Responsibilities and accountabilities</b>	<p>Coordinate the day to day operations of the site</p> <p>Ensure adherence to relevant policies and procedures</p> <p>Control and monitor all activities on site</p> <p>Support the achievement of perfect delivery</p> <p>Ensure the daily programming of all site works is performed in accordance with the company construction program</p> <p>In conjunction with the project manager, site engineer and construction manager plan and review overall status of project(s) on an ongoing basis</p> <p>Ensure all site resource (labour, machinery, materials, sub-contractors etc) are effectively utilised and monitored in order to achieve timely completion of projects</p> <p>Deliver tool box talks and daily task briefings</p> <p>Upon completion of task, ensure all appropriate hired in plant and equipment is promptly off hired</p> <p>Ensure the project manager is promptly provided with any relevant documentation received from either the customer or authorities</p> <p>Identify and record any possible variations to the contract, ensuring the project manager / construction manager is promptly notified</p> <p>Ensure that all statutory requirements are adhered to on site at all times</p> <p>Ensure site diary is completed at the completion of each day, accurately recoding the day's events</p> <p>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.</p> <p>Ensure the appropriate safety equipment is worn by site personnel at all times</p> <p>Ensure that all requests to perform unsafe work practices that may result in damage to machinery, people or property are declined</p> <p>Control and monitor waste management, noise pollution, dust and other environmental issues</p> <p>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</p> <p>Prior to the commencement of site works, gain an understanding of the relevant project specifications and drawings</p> <p>On an ongoing basis, monitor all works against specifications to ensure the continuing quality and accuracy of work performed</p> <p>Notify the projects manager / construction Manager of any defects, mistakes, errors, contamination or variations identified</p> <p>Ensure all the applicable quality checklists are properly completed</p> <p>Make self-available as coach/mentor in assisting direct reports to develop in their positions</p> <p>Ensure that relevant information is communicated to direct reports/sub-contractors enabling them to effectively carry out their functions.</p> <p>Delegate tasks to direct reports in line with skill, knowledge and ability and where necessary identify skill gaps and training requirements</p> <p>On an ongoing basis, monitor the progress of subcontractors in order to determine suitability for future work</p> <p>As required/requested, be prepared to carry out other duties and responsibilities</p> <p>As required, become involved in "on the job training" of others</p> <p>Participate in any other relevant/appropriate training programs as requested by the company</p>
<b>Qualifications, training</b>	NVQ 3 or 4 preferred



<b>and technical knowledge</b>	CSCS card First Aid CITB 5 day (preferable) Knowledge of traditional construction activities is essential
<b>Attributes and skills</b>	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