## 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 pictureDrives well to achieve consistent resultsDeliver a quality performance consistently  |
| **Analytical thinking and decision making**  | Rational and systematic analysis of situation to enable decisions on more varied issuesQuestioning the evidence to evaluate issues  |
| **Communication** | Ability to choose most appropriate style of communicationAble to listen actively by which we mean hearing and interpreting what is saidDemonstrating sound questioning techniques  |
| **Dealing with change** | Sees a potential of new ideas and situationsTakes a pragmatic approach to changeConsiders impact of change on others as well as selfAbility to explain the effects to colleagues  |
| **Teamwork** | Develop inter-company collaboration inside and outside companyUnderstand the role of a team and how it delivers the objectivesCan adapt to different types of teams in most situationsTake a cohesive and encouraging approach to team working |
| **Leadership** | Ability to take control of situations with one’s sphere of influenceAssume responsibility – organising and guiding where necessary |
| **Managing resources**  | Create a plan for familiar project or processInterpret a plan and decide what resources and requiredBring 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 consUnderstand the need to give and takeUnderstand and defend a position |
| **People Development**  | Can work well within tested frameworks of development to identify other’s needsUse personal experience to build skills in other peopleUse informal and formal performance reviews to target needs for development Understand and recognise people’s current career needsCoach and give feedbackBuild 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 siteEnsure adherence to relevant policies and procedures Control and monitor all activities on siteSupport the achievement of perfect deliveryEnsure the daily programming of all site works is performed in accordance with the company construction programIn conjunction with the project manager, site engineer and construction manager plan and review overall status of project(s) on an ongoing basisEnsure all site resource (labour, machinery, materials, sub-contractors etc) are effectively utilised and monitored in order to achieve timely completion of projectsDeliver tool box talks and daily task briefingsUpon completion of task, ensure all appropriate hired in plant and equipment is promptly off hiredEnsure the project manager is promptly provided with any relevant documentation received from either the customer or authoritiesIdentify and record any possible variations to the contract, ensuring the projectmanager / construction manager is promptly notifiedEnsure that all statutory requirements are adhered to on site at all timesEnsure site diary is completed at the completion of each day, accurately recoding the day’s eventsMake a deliberate effort to gain a full understanding and working knowledge of theCompany’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 timesEnsure that all requests to perform unsafe work practices that may result in damage to machinery, people or property are declinedControl and monitor waste management, noise pollution, dust and other environmental issuesMake 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 timesPrior to the commencement of site works, gain an understanding of the relevant project specifications and drawingsOn an ongoing basis, monitor all works against specifications to ensure the continuing quality and accuracy of work performedNotify the projects manager / construction Manager of any defects, mistakes, errors, contamination or variations identifiedEnsure all the applicable quality checklists are properly completedMake self-available as coach/mentor in assisting direct reports to develop in their positionsEnsure 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 requirementsOn an ongoing basis, monitor the progress of subcontractors in order to determine suitability for future workAs required/requested, be prepared to carry out other duties and responsibilitiesAs required, become involved in “on the job training” of othersParticipate in any other relevant/appropriate training programs as requested by the company |
| **Qualifications, training and technical knowledge**  | NVQ 3 or 4 preferred CSCS cardFirst AidCITB 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 areaGood supervision skills, with the ability to motivate self and small teams to perform specific tasksGood planning and time management skillsAbility to contribute to meeting standards and specifications Ability to work well either alone or as part of a teamSound knowledge of construction practises and standards within their subject Specialist knowledge in chosen fieldGood writing, analytical and problem-solving skillsAbility to follow oral and written instructionsAbility to handle situations and problemsKnow when to ask for help and guidance  |