## Site Supervisor

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| **Generic title** | Manager – 2 |
| **General Description** | A colleague at this level will take responsibility for delivering specific tasks, goals and objectives. They will work under direction but will be able to work without day to day support. They are expected to work proactively and deliver defined tasks to an industry standard.  They will manage their own tasks within the context of a project or company objective. Whilst they will take day to day decisions on their own, they will refer significant decisions. They are accountable for the performance of a small team.  In operations they will manage small or medium projects and site. They supervise larger teams of trades of co-ordinate significant functions on a larger project.  In commercial they will manage costs and quantities on small projects or as part of a team on a larger project. |

## 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** | Communicates positively with clarity and understanding  Presents information in a structured way  Demonstrates confidence when communicating in own subject |
| **Dealing with change** | Positive attitude to change when presented  Contributes to change in own area of work |
| **Teamwork** | Contribute to the overall team objectives  Understand how to be part of a team  Regularly cooperate with team members |
| **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 a familiar project or process  Interpret a plan and decide what resources are 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 others point of view  Make an objective and structure case with pros and cons  Understand the need to give and take  Understand and defend a position |
| **People Development** | Can respond well within tested frameworks of development to identify own needs  Use personal experience to build own skills |

## Role definition

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| **Summary of role** | Supporting the contract management team, whilst maintaining responsibility for the overall delivery of construction, Civils and reinstatement work, managing approximately 5/6 teams ensuring overall performance against our philosophy of Perfect Delivery. |
| **Responsibilities and accountabilities** | Support the Delivery Manager and the Operations Manager in developing, implementing and delivering robust contract processes and procedures in order to deliver the contract effectively  Assist the management team in developing people performance targets and ensuring they are delivered  Ensure site teams meet contract specifications including all health and safety requirements  Lead and support employees and those working with us in pursuit of achieving our 100% Safe goal and fully support our Perfect Delivery philosophy  Act as a deputy for the Delivery Manager  Ensure teams understand and comply with all the relevant legislation and function efficiently and effectively  Perform regular reviews with teams to ensure performance is optimised  Provide sufficient and timely supervision, assessment and coaching to ensure gangs are performing to agreed production levels  Deal with internal/external stakeholder issues are dealt with appropriately  Maintain own level of skills and knowledge to perform the role  Meet the contract specifications  Ensure the needs of the client are met through regular communication and updates  Implement processes and procedures to achieve perfect delivery for the customer  Plan, coordinate and supervise the work carried out by teams to the specified target outputs  Ensure all teams have appropriate plant and materials  Carry out audits as specified by the company or client  Take ownership of projects from start to finish – signing off on completion  Liaise with various bodies including the client, local authority, police and public  Issue permit to use digger and stihl saw, checking mark up and trial holes  Monitor and produce progress reports to measure performance of the delivery activity and ensure corrective actions are made as necessary  Pre-site every project and return the relevant and appropriate information to the programme team as and when required  Identify and assist the coordination of the resource to ensure effective delivery  Carry out daily site visits to maximise effective delivery  Deliver effective staff briefings and safety information including local training. Perform regular reviews with teams to ensure performance is optimised  Identify any problem areas associated with delivery or welfare and take action to resolve them  Carry out authorisation monitoring to ensure compliance  Maintain accurate records of work updating records on completion  Carry out duties deemed necessary by the line manager to support the overall contract |
| **Qualifications, training and technical knowledge** | NRASWA Supervisor Units  IOSH Managing Safely  NVQ Management Level 3 or equivalent (preferable or working towards)  CSCS Accreditation  Have a clear commercial understanding of the contract, forecasting outputs for the teams and comparing to actual work completed  Proven track record of leading reinstatement support teams  Familiarity with HAUC specification  Familiarisation with the Section 74 Traffic Management Act  Knowledge of highway materials |
| **Attributes and skills** | Ability to work in a team environment contributing across a project, site or area  Good management skills, with the ability to motivate self and colleagues to perform  Good planning and time management skills; able to manage activities simultaneously within compromising on standards and quality  Ability to ensure standards and specifications are met  Ability to work with colleagues to contribute to project and operational performance  Sound knowledge of construction practises and standards  Specialist knowledge in chosen field |