## 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 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** | Communicates positively with clarity and understandingPresents information in a structured wayDemonstrates confidence when communicating in own subject  |
| **Dealing with change** | Positive attitude to change when presentedContributes to change in own area of work |
| **Teamwork** | Contribute to the overall team objectives Understand how to be part of a teamRegularly cooperate with team members |
| **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 a familiar project or processInterpret a plan and decide what resources are requiredBring resources together and ensure they are efficiently deployedAble to call upon and manage diverse skills and methods to deliver results  |
| **Negotiation**  | Understand the others point of viewMake an objective and structure case with pros and cons Understand the need to give and takeUnderstand and defend a position |
| **People Development**  | Can respond well within tested frameworks of development to identify own needsUse 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 effectivelyAssist the management team in developing people performance targets and ensuring they are deliveredEnsure site teams meet contract specifications including all health and safety requirementsLead and support employees and those working with us in pursuit of achieving our 100% Safe goal and fully support our Perfect Delivery philosophyAct as a deputy for the Delivery ManagerEnsure teams understand and comply with all the relevant legislation and function efficiently and effectivelyPerform regular reviews with teams to ensure performance is optimisedProvide sufficient and timely supervision, assessment and coaching to ensure gangs are performing to agreed production levelsDeal with internal/external stakeholder issues are dealt with appropriatelyMaintain own level of skills and knowledge to perform the roleMeet the contract specificationsEnsure the needs of the client are met through regular communication and updatesImplement processes and procedures to achieve perfect delivery for the customerPlan, coordinate and supervise the work carried out by teams to the specified target outputsEnsure all teams have appropriate plant and materialsCarry out audits as specified by the company or clientTake ownership of projects from start to finish – signing off on completionLiaise with various bodies including the client, local authority, police and publicIssue permit to use digger and stihl saw, checking mark up and trial holesMonitor and produce progress reports to measure performance of the delivery activity and ensure corrective actions are made as necessaryPre-site every project and return the relevant and appropriate information to the programme team as and when requiredIdentify and assist the coordination of the resource to ensure effective deliveryCarry out daily site visits to maximise effective deliveryDeliver effective staff briefings and safety information including local training. Perform regular reviews with teams to ensure performance is optimisedIdentify any problem areas associated with delivery or welfare and take action to resolve themCarry out authorisation monitoring to ensure complianceMaintain accurate records of work updating records on completionCarry out duties deemed necessary by the line manager to support the overall contract |
| **Qualifications, training and technical knowledge**  | NRASWA Supervisor UnitsIOSH Managing SafelyNVQ 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 completedProven track record of leading reinstatement support teamsFamiliarity with HAUC specificationFamiliarisation with the Section 74 Traffic Management ActKnowledge of highway materials |
| **Attributes and skills**  | Ability to work in a team environment contributing across a project, site or areaGood management skills, with the ability to motivate self and colleagues to performGood planning and time management skills; able to manage activities simultaneously within compromising on standards and qualityAbility to ensure standards and specifications are met Ability to work with colleagues to contribute to project and operational performanceSound knowledge of construction practises and standardsSpecialist knowledge in chosen field  |