## Sub Agent

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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** | Sees 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 effects to colleagues |
| **Teamwork** | Develop inter-team 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  Takes 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 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** | Responsible for the management of the construction site in order to achieve required project delivery to the customers’ objectives, while maintaining standards of health and safety, quality, environmental impact and cost control. |
| **Responsibilities and accountabilities** | Ensure accurate implementation of all engineering controls and compliance with the contract drawings and specification  Produce risk assessments and method statements for safe execution of the works  Ensure work is executed in a safe manner meeting legal guidelines set out in health safety and requirements and environmental compliance  Manage site activities to ensure work is completed on time and within budget  Manage resources to ensure work is completed to site goals and systems requirements  Programme works, ensuring effective and efficient utilisation of the resources’  Implement and monitor health and safety, quality and environment requirements and standards  Prepare method statements as required. Organise briefings on method statements to relevant staff and operatives within their area  Liaise with senior foreman on daily basis issues related with programme, resources, production, productivity necessary to meet with programme requirements  Lead all actions to solve technical difficulties, improve performance in terms of progress and quality  Set working parameters, ensure their application on site, assess the performance  Coordinate the work of their shifts and ensure consistency of operation  Develop forecast and monitor performance against forecast. Establish and regularly review the detailed working programme. Ensure coordination of all related trades  Deliver end product to customer satisfaction  Monitor quality, safety and environmental systems and promote a safety culture in full support of our 100% SAFE value  Implement applicable quality plan requirements. Liaise with project quality manager concerning quality issues  Implement appropriate policies and procedures  Manage project risk in line with company procedures  Ensure all personnel are provided with necessary training  Promote best practice amongst engineering staff and encourage their career progression  Completion of daily and weekly record returns  Effective and efficient organisation of labour direct, sub contract and agency  Develop the directly employed labour including, supervision, appraisals, training, absence management and motivation  Arrange the order and delivery of materials to site ensuring compliance with waste regulations in the disposal of excavated materials.  Monitor and report the performance of the supply chain partners  Ensure works are completed on time, within budget and to specification  Develop and promote best practice and business improvement within the organisation and contribute to our Perfect Delivery culture |
| **Qualifications, training and technical knowledge** | Relevant industry qualification (HND/HNC/BEng or equivalent)  Relevant CSCS card  CRE Accreditation (preferable)  SMSTS 5 days  P.T.S  Good knowledge of specifications and testing regime relevant to general civil engineering  Hands on approach to the commercial and planning aspects of the project  Civil engineering and construction experience  Able to produce and explain accurate plans and drawings  Good IT skills and able to work confidently with MS Office and other system applications  Sound knowledge of construction methods, health and safety, and legal regulations |
| **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 |