## 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 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** | Sees potential of new ideas and situationsTakes a pragmatic approach to changeConsiders impact of change on others as well as selfAbility to explain effects to colleagues  |
| **Teamwork** | Develop inter-team collaboration inside and outside companyUnderstand the role of a team and how it delivers the objectivesCan adapt to different types of teams in most situationsTakes 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 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**  | 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 specificationProduce risk assessments and method statements for safe execution of the worksEnsure work is executed in a safe manner meeting legal guidelines set out in health safety and requirements and environmental complianceManage site activities to ensure work is completed on time and within budgetManage resources to ensure work is completed to site goals and systems requirementsProgramme works, ensuring effective and efficient utilisation of the resources’ Implement and monitor health and safety, quality and environment requirements and standardsPrepare method statements as required. Organise briefings on method statements to relevant staff and operatives within their areaLiaise with senior foreman on daily basis issues related with programme, resources, production, productivity necessary to meet with programme requirementsLead all actions to solve technical difficulties, improve performance in terms of progress and qualitySet working parameters, ensure their application on site, assess the performanceCoordinate the work of their shifts and ensure consistency of operationDevelop forecast and monitor performance against forecast. Establish and regularly review the detailed working programme. Ensure coordination of all related tradesDeliver end product to customer satisfactionMonitor quality, safety and environmental systems and promote a safety culture in full support of our 100% SAFE valueImplement applicable quality plan requirements. Liaise with project quality manager concerning quality issuesImplement appropriate policies and proceduresManage project risk in line with company proceduresEnsure all personnel are provided with necessary trainingPromote best practice amongst engineering staff and encourage their career progressionCompletion of daily and weekly record returnsEffective and efficient organisation of labour direct, sub contract and agencyDevelop the directly employed labour including, supervision, appraisals, training, absence management and motivationArrange 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 partnersEnsure works are completed on time, within budget and to specificationDevelop 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 cardCRE Accreditation (preferable)SMSTS 5 daysP.T.SGood knowledge of specifications and testing regime relevant to general civil engineeringHands on approach to the commercial and planning aspects of the projectCivil engineering and construction experience Able to produce and explain accurate plans and drawingsGood IT skills and able to work confidently with MS Office and other system applicationsSound 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 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  |