

Foreman

Generic title	Assistant
General Description	<p>A technical or functional support role expected to support closely defined tasks within company procedures and industry standards. The person will receive instruction, tasks and guidance from a more senior manager.</p> <p>In operations they will assist project and construction managers.</p> <p>In commercial they will assist buyers, planners, estimators and surveyors</p>

Competencies

Achieving Results	<p>Sets clear and appropriate goals that consider the bigger picture</p> <p>Drives well to achieve consistent results</p> <p>Delivers a quality performance consistently</p>
Analytical thinking and decision making	<p>Rational and systematic analysis of situation to enable decisions on more varied issues</p> <p>Questioning the evidence to evaluate issues</p>
Communication	<p>Ability to choose more appropriate style of communication</p> <p>Able to listen actively by which we mean hearing and interpreting what is said</p> <p>Demonstrating sound questioning techniques</p>
Dealing with change	<p>Positive attitude to change when presented</p> <p>Contributes to change in own area of work</p>
Teamwork	<p>Develop inter-team collaboration inside and outside company</p> <p>Understand the role of a team and how it delivers the objectives</p> <p>Can adapt to different types of teams in most situations</p> <p>Take a cohesive and encouraging approach to team working</p>
Leadership	<p>Ability to take control of situations with one's sphere of influence</p> <p>Assume responsibility – organising and guiding where necessary</p>
Managing resources	<p>Create a plan for a familiar project and process</p> <p>Interpret a plan and decide what resource are required</p> <p>Bring resources together and ensure they are efficiently deployed</p> <p>Able to call upon and manage diverse skills and methods to deliver results</p>
Negotiation	<p>Understand the other's point of view</p> <p>Make an objective and structured case with pros and cons</p> <p>Understand the need to give and take</p> <p>Understand and defend a position</p>
People Development	<p>Can work well within tested frameworks of development to identify others' needs</p> <p>Use personal experience to build skills in other people</p> <p>Use informal and formal performance reviews to target needs for development</p> <p>Understand and recognise people's current career needs</p> <p>Coach and give feedback</p> <p>Build and development plans with others</p>

Role definition

Summary of role	Management of labour, plant, materials and subcontractors to ensure that construction activities are carried out in a safe manner and in accordance with programme, budget and quality requirements.
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Responsibilities and accountabilities	<p>Ensure that all construction work that takes place is carried out in accordance with safe working practices and in accordance with the applicable method statements and risk assessments</p> <p>Management and co-ordination of labour, plant, materials and subcontractors for an individual site to ensure safe, efficient working to the required quality standards</p> <p>Allocation of labour and plant to construction activities on site in accordance with the programme</p> <p>Liaison with Works Manager to identify labour requirements and availability.</p> <p>Ordering plant and materials for the site either via the central control desk or directly with suppliers as may be appropriate</p> <p>Supervision of site activities being undertaken by both directly employed labour and subcontractors to ensure SHEQ and other documented procedures are complied with</p> <p>Provide input into the preparation of the three weekly programme for the individual site</p> <p>Provide input into the preparation of method statements and risk assessments for activities to be undertaken on site</p> <p>Ensure that the weekly site checks are undertaken by the gangers and encourage the identification and production of positive interventions</p> <p>Liaising with third parties (e.g. local authority highway inspectors) and be a positive and helpful ambassador for the company, giving others confidence in Morgan Sindall</p> <p>Liaising with the customers Quality Supervisor during site inspections.</p> <p>Carrying out Site Safety Inductions for visitors, employees and subcontractors</p>
Qualifications, training and technical knowledge	<p>NVQ Level 3 (desirable)</p> <p>CSCS Site Supervisor (desirable)</p> <p>Previous experience in groundwork's and deep drainage.</p> <p>Previous experience at a supervisory level in groundwork's and deep drainage</p> <p>Competence in the use of various types of groundwork support e.g. trench boxes, sheets and frames</p> <p>Experience in the installation of shafts and caissons would be an advantage</p>
Attributes and skills	<p>Some supervision skills</p> <p>Ability to manage a given list of tasks</p> <p>Ability to work well either alone or as part of a team</p> <p>Some knowledge of construction practices and standards within their subject</p> <p>Good writing, analytical and problem solving skills</p> <p>Ability to follow oral and written instructions</p> <p>Ability to handle situations and problems</p> <p>Know when to ask for help and guidance</p>