## Surveying & Monitoring Manager

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| **Generic title** | Manager – 1 |
| **General Description** | A construction, commercial, project, technical manager or functional manager with considerable experience who performs a specific discipline over a wide range of complexities or large geographic area.  They will manage their own workload within the context of a wider project or company objective. They will take significant decisions within their discipline with direction from a senior manager. They are accountable for their own work and their team’s performance and its impact on their area or project.  In operations they will manage all aspects of a mid-sized project, site of single function (e.g. M&E or Special Works) on a larger scheme or area office.  In commercial they will manage all aspects of estimating, design procurement or supply chain for a site, project or office. |

## 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** | Ability to choose most appropriate style of communication  Able to listen actively by which we mean hearing and interpreting what is said  Demonstrating sound questioning techniques |
| **Dealing with change** | Sees potential of new ideas and situations  Take a pragmatic approach to change  Considers impact of change on others as well as self  Ability to explain the 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  Take 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 work well within tested frameworks of development to identify others needs  Use personal experience to build skills in other people  Use informal and formal performance reviews to target needs for development  Understand and recognise people’s current career needs  Coach and give feedback  Build development plans with others |

## Role definition

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| **Summary of role** | • To provide efficient and effective management and delivery of all surveying & monitoring requirements  • To meet the required safety and quality standards  • To work with the designers to ensure optimum level of survey works are identified to meet the permanent and temporary design needs.  • To manage and develop the in-house survey team   * To manage external survey companies; procurement, programme, delivery and quality   • To ensure that the flow of data to the designer and construction teams meets the need with regard to time and quality  • To work with the project to address priorities |
| **Responsibilities and accountabilities** | • To ensure works are executed to programme and budget. Additionally; to design and manage settlement and displacement monitoring systems  • To ensure works are carried out safely by all involved. Design and manage surveying control networks  • To ensure compliance with company policies and procedures and to undertake quality checks.  • Monitor supply chain performance and use the results to encourage continuous improvement  • To ensure compliance with industry standards, specifications and methodologies.  • Develop a culture of continuous improvement, innovation and sharing best practice.  • Interface with the industry to ensure best practice.  • Motivate the survey team to provide added value for the Client  • Provide training and development for the survey team |
| **Qualifications, training and technical knowledge** | * Qualified to Degree Level (Desirable) * Detailed knowledge of Rail & Topographic Survey Specifications * Rail & Civils Knowledge * Health and Safety Experience * Programme management * Cost Forecasting and Monitoring * IT Skills |
| **Attributes and skills** | Ability to work in a team environment contributing across a business unit or area  Good management skills, with the ability to motivate self and colleagues to achieve high standards of compliance  Good operational planning and time management skills; able to manage projects simultaneously without compromising on standards and quality  Ability to ensure standards and specifications are met  Ability to work with colleagues to deliver project and operational performance  Sound knowledge of construction practices and standards  Specialist knowledge in chosen field |