## Foreman

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| **Generic title** | Assistant |
| **General Description** | 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.  In operations they will assist project and construction managers.  In commercial they will assist buyers, planners, estimators and surveyors |

## Competencies

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| **Achieving Results** | Sets clear and appropriate goals that consider the bigger picture  Drives well to achieve consistent results  Delivers 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 more 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** | Positive attitude to change when presented  Contributes to change in own area of work |
| **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 and process  Interpret a plan and decide what resource 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 other’s point of view  Make an objective and structured 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 and development plans with others |

## Role definition

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