

ROLE DEFINITION

Sub Agent

Generic title	Manager – 2
General Description	<p>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.</p> <p>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.</p> <p>In operations they will manage small or medium projects and site. They may supervise larger teams of trades or co-ordinate significant functions on a larger project.</p> <p>In commercial they will manage costs and quantities on small projects or as part of a team on a larger project.</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>Deliver 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>Communicates positively with clarity and understanding</p> <p>Presents information in a structured way</p> <p>Demonstrates confidence when communicating in own subject</p>
Dealing with change	<p>Sees potential of new ideas and situations</p> <p>Takes a pragmatic approach to change</p> <p>Considers impact of change on others as well as self</p> <p>Ability to explain effects to colleagues</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>Takes a cohesive and encouraging approach to team working</p>
Leadership	<p>Ability to take control of situations with one's sphere of influence</p>

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	Assume responsibility – organising and guiding where necessary
Managing resources	<p>Create a plan for a familiar project or process</p> <p>Interpret a plan and decide what resources 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 others point of view</p> <p>Make an objective and structure 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 respond well within tested frameworks of development to identify own needs</p> <p>Use personal experience to build own skills</p>

Role definition

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	<p>Ensure accurate implementation of all engineering controls and compliance with the contract drawings and specification</p> <p>Produce risk assessments and method statements for safe execution of the works</p> <p>Ensure work is executed in a safe manner meeting legal guidelines set out in health safety and requirements and environmental compliance</p> <p>Manage site activities to ensure work is completed on time and within budget</p> <p>Manage resources to ensure work is completed to site goals and systems requirements</p> <p>Programme works, ensuring effective and efficient utilisation of the resources'</p> <p>Implement and monitor health and safety, quality and environment requirements and standards</p> <p>Prepare method statements as required. Organise briefings on method statements to relevant staff and operatives within their area</p>

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	<p>Liaise with senior foreman on daily basis issues related with programme, resources, production, productivity necessary to meet with programme requirements</p> <p>Lead all actions to solve technical difficulties, improve performance in terms of progress and quality</p> <p>Set working parameters, ensure their application on site, assess the performance</p> <p>Coordinate the work of their shifts and ensure consistency of operation</p> <p>Develop forecast and monitor performance against forecast. Establish and regularly review the detailed working programme. Ensure coordination of all related trades</p> <p>Deliver end product to customer satisfaction</p> <p>Monitor quality, safety and environmental systems and promote a safety culture in full support of our 100% SAFE value</p> <p>Implement applicable quality plan requirements. Liaise with project quality manager concerning quality issues</p> <p>Implement appropriate policies and procedures</p> <p>Manage project risk in line with company procedures</p> <p>Ensure all personnel are provided with necessary training</p> <p>Promote best practice amongst engineering staff and encourage their career progression</p> <p>Completion of daily and weekly record returns</p> <p>Effective and efficient organisation of labour direct, sub contract and agency</p> <p>Develop the directly employed labour including, supervision, appraisals, training, absence management and motivation</p> <p>Arrange the order and delivery of materials to site ensuring compliance with waste regulations in the disposal of excavated materials.</p> <p>Monitor and report the performance of the supply chain partners</p> <p>Ensure works are completed on time, within budget and to specification</p> <p>Develop and promote best practice and business improvement within the organisation and contribute to our Perfect Delivery culture</p>
<p>Qualifications, training and technical knowledge</p>	<p>Relevant industry qualification (HND/HNC/BEng or equivalent)</p> <p>Relevant CSCS card</p> <p>CRE Accreditation (preferable)</p>

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	<p>SMSTS 5 days</p> <p>P.T.S</p> <p>Good knowledge of specifications and testing regime relevant to general civil engineering</p> <p>Hands on approach to the commercial and planning aspects of the project</p> <p>Civil engineering and construction experience</p> <p>Able to produce and explain accurate plans and drawings</p> <p>Good IT skills and able to work confidently with MS Office and other system applications</p> <p>Sound knowledge of construction methods, health and safety, and legal regulations</p>
<p>Attributes and skills</p>	<p>Ability to work in a team environment contributing across a project, site or area</p> <p>Good management skills, with the ability to motivate self and colleagues to perform</p> <p>Good planning and time management skills; able to manage activities simultaneously within compromising on standards and quality</p> <p>Ability to ensure standards and specifications are met</p> <p>Ability to work with colleagues to contribute to project and operational performance</p> <p>Sound knowledge of construction practises and standards</p> <p>Specialist knowledge in chosen field</p>