

Job Description

Job Title	Apprentice Works Supervisor
Directorate	Neighbourhoods & Housing
Service Area	Transport and Highways
Grade	AP3
Competency Level	1
Salary	£24,796
Job Type	Hybrid
Location	Cunard Building/City Wide
Disclosure and barring service (DBS)	Not Applicable
Job Evaluation Ref No	N/A - Apprenticeship

Job Purpose

A 30-month apprenticeship undertaking a Construction Site Supervisor Level 4 qualification, working in a supported environment to develop skills and knowledge.

Provide support to the service area as a Works Supervisor. You will shadow and assist in supervising a small team, consisting of a wide variety of Highways Maintenance and construction employees, including supply chain partners.



Directly Responsible For:

Not Applicable

Directly Responsible To:

Works Supervisor - Major Works

Main Areas of Responsibility:

- Assist and support the Site Agents to effectively manage the team to deliver work as required
- Ensure work activities are managed on site in accordance with the clients work specification and programme
- Support working with the main and the sub-contractors on site and support the management team you will learn all aspects of running a safe and productive construction site
- Conduct site inspections with the site manager
- Input into the management and monitoring of the Major Schemes and the wider Transportation Capital Programme
- Respond to enquiries via telephone, email, letter or in person, on highways related issues
- Understand risk assessments and to assess according to safe systems of work
- Participate in all aspects of training and development including Liverpool City Councils Apprenticeship Programme which will include completion of the Construction Site Supervisor Level 4 Apprenticeship
- Use all learning opportunities to develop personal skills necessary to improve effectiveness, efficiency, and delivery of Service targets
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken



- Assist the senior managers with managing health and safety on site, supervising construction workers, measuring and recording progress & monitoring quality

Supervision and Management Responsibility:

- No supervisory or line management responsibilities

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Ensuring that your work complies with all statutory requirements, Standing Orders and Financial Regulations of the City Council
- Maintain proper stewardship of the Council's assets and reporting any financial risks
- Maintain up to date financial records on the Corporate Finance System
- Ensure line managers receive integrated performance and financial information about their service and bringing to their attention any material issues that might impact on the financial performance or financial management arrangements of the Council

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- This post will require you to be sitting for long periods of time and you may visit projects in adverse weather conditions across the City

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- Ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **1**.



[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.



Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- 5 GCSE's Grade A* to C/9-4 including English Language and Maths or equivalent (A,I)
- 3 A levels, a Level 3 Apprenticeship or an equivalent level 3 qualification (A,I)

Desirable

- A desire to learn and progress by undertaking training to obtain the necessary skills and knowledge for the role
- CSCS Card

Experience

Essential

- Knowledge and understanding of the requirements for health & safety on a construction site (A,I)
- Understanding of risk assessments and able to assess according to safe systems of work (A,I)

Desirable

- Knowledge or understanding of the functions and legal obligations of a Highways Authority
- Experience of using works management systems
- Previous knowledge or experience of construction or highways projects
- Contributing to a service-related working party or professional group

Skills/Abilities

Essential

- Demonstrate excellent written and verbal communication skills (A,I)
- Well-developed, proficient IT skills including Microsoft Office Word, Outlook, Excel (A,I)
- Excellent organisational skills with the ability to prioritise own workload to meet deadlines (A,I)
- Excellent analytical and problem-solving skills with the ability to gather, collate and interpret information (A,I)
- Able to work as part of a team to meet business objectives (A,I)

Desirable

- Able to plan, deliver, control and monitor personal workload
- Have a keen eye with strict attention to detail
- Demonstrate presentation skills

Commitment

Essential

- An interest and a passion for improving highways operation in Liverpool (A,I)
- Commit to and complete all elements of the Works Supervisor Level 4 Apprenticeship standard, to the best of your ability (with support as and when required) (A,I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Desirable

- Flexible availability with the ability to attend meetings/events on occasion outside of core working hours