

## Job Description

<b>Job Title</b>	Works Supervisor (Major Works)
<b>Directorate</b>	Neighbourhoods & Housing
<b>Service Area</b>	Highways and Transport
<b>Grade</b>	7
<b>Competency Level</b>	1
<b>Salary</b>	£39,513 - £44,711
<b>Job Type</b>	Office Based
<b>Location</b>	Citywide
<b>Disclosure and barring service (DBS)</b>	Not Required
<b>Job Evaluation Ref No</b>	

## Job Purpose

To provide technical support to the major and minor highways infrastructure works Team. To ensure that effective supervision, monitoring and reporting of sub-contractors and site personnel activities and performance of highways maintenance and improvement works and projects is delivered safely and in accordance with agreed specification. Provide effective, quality and value for money schemes.

## Directly Responsible For:

Not applicable

## Directly Responsible To:

Project Manager – Major Works

## Main Areas of Responsibility:

- To check the quality of highway works implemented on the ground to ensure specifications are met, sustainability achieved and they are fit for purpose
- Assuring the completion of planned works to agreed standards and escalate any concerns to the Construction Manager, in line with agreed governance agreements
- Ensuring that all works are constructed in line with: CDM regulations, HSE Legislation, Chapter 8 requirements, Design Manual for Roads and Bridges (DMRB) and Manual of Contract Documents for Highways Works (MCHW)
- Ensuring all projects/sites comply with company health, safety, environmental and quality policies and procedures and all legislative requirements
- Defining overall team workload, planning and allocating day-to-day work priorities and allocation of manpower for daily tasks
- To coordinate with other Council teams to ensure all approvals are obtained in a timely manner
- To draft authority reports as and when required and manage approval process, ensuring governance processes are strictly followed
- To ensure management and members are updated with progress and to provide detailed update reports
- To input into the management and monitoring of the Highways maintenance elements of the Transport and Highways Capital Programme, by ensuring schemes are delivered to agreed timescales and costs

- Ensuring Project Managers receive regular and timely feedback on scheme construction progress, risks, early warnings, design related issues, and act as the initial point of escalation for any on-site issues that need to be resolved
- Maintaining good liaison with Project Managers and Commercial & Procurement colleagues, providing relevant and timely information on Early Warnings and Compensation Events

### **Supervision and Management Responsibility:**

- No supervisory or line manager responsibility

### **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
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- Explores different options for funding and income generation
- Include details of the value of budget/financial responsibility and what this budget should be use for

### **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:

- Undertaking site visits when required, even during adverse weather conditions
- This role is a safety critical post therefore you may be required to work unsocial hours including nights and weekends

## 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
- To 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

- Construction Qualification – NVQ 3 or similar (A)
- CSCS Card Holder, have a CITB Site Manager or Site Supervisor Safety Training Scheme Certificate (SMSTS/SSSTS/IOSH) (A)

### Desirable

- Sound knowledge of project management processes, procedures and tool
- Sound knowledge and experience of highway management contracts, including NEC ECC and the various options, specifically with respect to the role of the Site Supervisor
- Recognised Civil Engineering qualification is desirable
- Extensive experience working for a local authority's highways department on project implementation

## Experience

### Essential

- Experience of HSEQ regulations and processes relating to construction projects (A/I)
- Supervisory experience is required (A/I)

- Good understanding of the DMRB, MCHW, Chapter 8 and CDM Regulations (A)

## **Desirable**

- Proven experience within the Civil Engineering industry, preferably of works delivery within Highways sector
- Experience of dealing with Transportation / Highways technical issues and queries
- Proven experience of supervision of works that have been delivered through the various NEC contract options
- Proven highways and structures construction and maintenance experience

## **Skills/Abilities**

### **Essential**

- Good communication skills, both verbal and written, when dealing with the public, contractors, colleagues and media and able to ensure that all project strategies, targets and objectives are clearly defined and understood by key stakeholders (A/I)
- Ability to prioritise and allocate workload to meet deadlines (A/I)

### **Desirable**

- Computer literate with knowledge of MS Office Excel, Word and Outlook
- Evidence of working in and as a project team
- ICT skills and able to develop solutions to improve productivity

## Commitment

### Essential

- Ability to execute tasks independently yet work collaboratively within a team and respond to management guidance & support (AI)
- Excellent communication and interpersonal skills in dealing with multiple stakeholders (A/I)

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

## Other

### Essential

- Valid Driver's Licence (A)

### Desirable

- A modern approach to management recognising the need for flexibility and adaptation to change
- Flexible with availability to attend meetings/events out of office hours as required including Committee and public meetings