



Cumberland Council

Post Specification

Date	August 2023
Post Group Number	7975
Post Title	Major Projects NEC 4 Senior Supervisor
Job Family	Regulation and Technical
Job Family Role Profile	RT17
Final Grade	17

To be read in conjunction with the job family role profile

Service Area description

This is a key post within the CSLR Team. The Carlisle Southern Link Road (CSLR) team is directly responsible for the delivery of the Carlisle Southern Link Road project.

Purpose of this post

- To carry out the duties of Supervisor as defined by the NEC4 form of Contract.
- To contribute to the development and delivery of the large scale, highly **technically** complex Carlisle Southern Link Road major project as part of the Clients project management team.
- To take a lead role in significant elements in the development and delivery of the Carlisle Southern Link Road project in specialist areas including structures and civil engineering.

Key job specific accountabilities

- To be accountable to the Lead Supervisor.
- Maintain a daily record of site activity (people, plant, tools and equipment, materials) undertaken in the construction of the CSLR project.
- To Manage and record / notify Defects as defined in the NEC Contract.
- To operate and maintain document management systems and undertake general contract administrative tasks.
- Record the quality of material and workmanship in accordance with the works information and contract specification.
- Contribute to the planning, and monitoring of finance and budgets, site issues or other elements of the projects as required.
- To Work on behalf of the Council regarding contract management and construction site health and safety to maintain the highest standards of health and safety, and compliance with the CDM regulations. **To ensure that the expected health and safety standards are enforced by working closely with the Clients Safety advisor and also the contractors safety team and project team members,**
- Work collaboratively with the Contractor, Contractor's Team and Client Team.

- Actively develop and mentor team members and manage the activities of both internal colleagues and external suppliers as required to ensure project delivery
- To provide specific expertise in structures and civil engineering to other Supervisors and the Project Manager **including interpretation of complex drawings for construction, specification compliance and methodology and** maintain an overview of significant elements of the CSLR project such as programme, cost and quality.
- To provide leadership and be responsible for monitoring the delivery of a **highly complex major project** valued up to £50M of works.
- Be responsible for working with the Contractor in order to resolve issues **employing means such as persuasion / personal influence to carry out and agree to particularly difficult / challenging courses of action in order to conclude any technical issue or other quality issue however it arises.**

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	Responsible for overseeing the contractors work to a value of £50m per annum, ensuring the planned programme is monitored and the expected expenditure is met.
Staff Management Responsibilities	<ul style="list-style-type: none"> • Full Line Management responsibility for up to 4 NEC Supervisors • Lead the NEC Supervisors Task Group • Accident / incident / wellbeing reporting to Clients Safety Advisor • Interface Management with Land Owners and agricultural liaison manager • Liasion with the Cumberland Communications Team and attending public events
Other	<ul style="list-style-type: none"> • Reviewing and preparing reports on construction and quality management procedures. • Provide advice on contractual matters in order to achieve the project objectives • Standard IT equipment for mobile working. • Responsible for data collection, storage and use.

Essential Criteria - Qualifications, knowledge, experience and expertise

Qualifications:

One or more of the following (or similar):

- A relevant degree or NVQ Level 5 in appropriate discipline or equivalent
- Membership of appropriate professional body
- Engineering Construction Contract supervisor accreditation

Knowledge:

- Expertise in structures and civil engineering
- Standards, specifications, forms of contract, systems, guidelines, regulations, policies, and legislation
- Performance management
- Contract / partnership management and relevant forms of contract

- Project, programme and risk management
- Knowledge of the Construction Design Management regulations
- Knowledge of Viewpoint / Fieldview or other Information management software
- Knowledge of Contract Event Management and Reporting (CEMAR) or similar project management software

Experience:

- Managing teams in relevant projects and resolving personnel issues
- Contract management of civil engineering projects
- Substantial specialist expertise in the site supervision of more than one of the following professional fields:
 - Highway Structures and Bridges
 - Geotechnics
 - Pavement Construction
 - Drainage
 - Sustainability and Environment
- Managing complex construction contract issues to successful outcomes
- Electrified Rail Project experience preferable

Skills:

- Able to represent the Council to internal and external partners
- Able to communicate and influence effectively
- Develop and maintain effective working and collaborative relationships at all levels, internal and external
- Manage, coach and direct staff as an effective team member
- Able to work innovatively to develop more effective outcomes
- Computer literate and ability to work with computer systems

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	Minimum
Physical Demands	Modest lifting and carrying of equipment, loading and unloading vehicles
Working Conditions	Exposure to weather, construction / traffic fumes, dust etc. Required to wear PPE when on site.

Other Factors

- Good communications skills at all levels
- Self-motivating
- Co-ordinating work
- Must hold a full uk driving license

- Able to travel and work outside of normal hours where required