



Cumberland Council

Post Specification

Date	February 2023
PG Number	7569
Post Title	Senior NEC4 Contract Supervisor
Job Family	Regulation and Technical
Job Family Role Profile	RT15
Final Grade	Grade 15

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 (£150M).

Purpose of this post

To support the role of the Lead NEC4 Supervisor in their duties as defined by the NEC form of Contract and to oversee and manage monitoring, testing and defects collection, management and acceptance, and to check works comply with the Works Information. In addition to take a lead role in significant elements in the development and delivery of the Carlisle Southern Link Road project (up to £50M) and overall Project management of teams during all stages of the project.

Key job specific accountabilities

- To support the procurement of the contract and manage of significant elements (up to £50M) of the contract during all stages of the project
- Actively develop and mentor team members and manage the activities of both internal colleagues and external suppliers as required to ensure project delivery
- To maintain the highest standards of Health and Safety, and compliance with the CDM regulations.
- To monitor, manage, operate and maintain document management systems and undertake general contract administrative tasks for the Lead NEC4 Supervisor. To provide expertise to the NEC4 Supervisor and NEC4 Project Manager by maintain an awareness and overview of significant elements (up to £50M) of the CSLR project considering elements such as programme, cost and quality
- To support the NEC4 Supervisor with the management of Defects, Early Warnings, Compensation Events and project programme reviews
- To act as a leading figure in the management of the contract responsible for monitoring the delivery of up to £50M of works involving a significant construction contract
- To ensure, with the support of junior members of the CSLR Supervision team, that the extensive programme of plans, surveys and inspections required to demonstrate the quality of material and workmanship are being maintained in accordance with the works information, contract specification and to the satisfaction of the named NEC4 Supervisor
- To support the CSLR programme management in respect of works monitored by the post holder (up to £50M) and contribute to the planning, and monitoring of finance and budgets, site issues or significant elements of the projects being monitored, assist and support contract negotiations with the Contractor in order to resolve complex issues

- Act as an 'expert witness' on behalf of the Council in regard to contract management and construction site health and safety and maintain an up-to-date knowledge of relevant legislation, regulation, national guidance, standards, and industry practice

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities

- Monitoring extremely large elements of work (up to £50M)

Staff Management Responsibilities

- Line management of teams in various locations
- Management of Consultants and Contractors

Other

Monitoring and reporting on progress, preparing reports including the drafting of reports and reviewing operational and quality management procedures.
Provide advice on contractual matters in order to achieve the project objectives in an effective and efficient manner
Evaluate the contract in respect of works monitored by the post holder (up to £50M)

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 of:

- Political processes and structures
- 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
- Evidence of continuing personal and professional development
- Knowledge of the Construction Design Management regulations
- Knowledge of Contract Event Management and Reporting (CEMAR) or similar project management software

Relevant Experience

- Managing teams in relevant projects and resolving personnel issues
- Contract management of similar civil engineering projects
- Considerable specialist expertise in the site supervision of one or more of the following professional fields:
 - Design Manual Roads and Bridges Highway Structures and Bridges
 - DMRB Geotechnics
 - DMRB Pavement Construction
 - DMRB Drainage
 - DMRB Sustainability and Environment
- Dealing with customers and service providers
- Financial management and working within financial management systems
- Managing complex construction contract issues to successful outcomes

Skills

- Political awareness and sensitivity
- Able to represent the Council to internal and external partners, communicate and influence effectively

- Develop and maintain effective working relationships at all levels, internal and external
- Manage and direct staff and work as an effective team member
- Able to work under pressure, achieve deadlines and ability to work innovatively to develop more effective outcomes
- Ability to negotiate the resolution of complex problems involving third parties
- Computer literate and ability to work with computer systems and Microsoft Office suite of programs
- Project programme and risk management
- Excellent presentation

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	Minimum and rarely
Physical Demands	Physical Demands – some lifting and carrying of equipment
Working Conditions	Working Conditions – Exposure to weather fumes, dust etc. and required to wear PPE when on site for around 60% of at work time.

Other Factors

- Self-motivating with the ability to lead others
- Able to work outside of normal hours where required Great at co-ordinating and supporting the work of others
- Able to travel throughout the UK/Ireland (possible overnight trips required)