

Job Description

Business Area	Operations
Post Title	Senior Supervisor
Grade	9
Reports To	Operations Manager
Date of Issue	April 2024

Job Purpose

Reporting into the Operations Manager, the role will be responsible for the strategic oversight of highways operational activities, including quality, environmental and safety obligations. The role will provide day-to-day supervision of highways and construction works directing operatives, subcontractors, Supervisors and Depot Supervisors.

The postholder is required to participate in an out of hours call out rota to respond to emergencies and winter maintenance activities.

Main Duties and Responsibilities

1. Responsible for the production and day-to day management of works programmes within the agreed specification. Oversight will include safe systems of work, ensuring compliance with all Health and Safety requirements and dealing with day-to day-issues.
2. Responsible for relevant IMS (Integrated Management System) procedures being undertaken, including but not limited to safety inspections, site inspections and inductions.
3. Develop and maintain Health and Safety plans including the identification of risks and ensuring control methods are in place for safe practice
4. Work collaboratively with partner organisations and stakeholders during the works programme to provide feedback and progress updates. This includes attendance at ECI Meetings.
5. Deputise for the Operations Manager as necessary
6. Responsible for the planning and programming of materials, plant and labour on a daily basis. Undertake regular projections of spend, performance and progress against agreed works programmes and challenge where appropriate.
7. Responsible for the line management of operational staff including the undertaking of relevant people management processes and leading on complex cases.
8. Motivate, coach and mentor staff to develop skills, including provision of support to the Trainee Supervisor post
9. Record site measurements and ensure valuations are generated within the agreed timescales.
10. To assess traffic management and ensure all works align to legal streetworks requirements.
11. Responsible for accurately recording and monitoring works/data in relevant systems for audit purposes.

12. Maintain and oversee accurate record keeping including, but not limited to site activities in the form of a daily allocation sheet, daily vehicle checks sheet and plant returns.
13. Actively foster positive staff morale
14. Willingness to carry out reasonable tasks as requested by a member of management
15. Ensure daily briefings to all operatives and sub-contractors are carried out
16. To respond to emergencies and call outs during or out of hours as required and carrying out winter maintenance activities
17. Ensure that the PDR process operates effectively within your team and that end of year and quarterly reviews are completed and submitted within the NY Highways timescales.
18. Manage your team in line with all the NY Highways policies and procedures and ensure that employees are aware of their obligations under these.
19. Fulfil your health and safety management role as detailed in the NY Highways Health and Safety Policy, organisational statements, and procedures to ensure a safe working environment for yourself, members of your team and others who may be affected by your team's activities.
20. Work in line with all NY Highways policies and procedures and be aware of the obligations for employees under these.
21. Behave according to the Employee Code of Conduct and be aware of employee responsibilities under the Code.
22. Behave according to the Behaviours Framework.
23. Comply with health and safety policies, organisational statements and procedures, report any incidents / accidents / hazards and take a pro-active approach to health and safety matters in order to protect oneself and others.
24. Undertake any other duties of a similar nature that may be required from time-to-time.

Person Specification

Criteria No	Criteria Description	Essential (E)	Desirable (D)
Qualifications & Education			
	To hold SMSTS or be willing to undertake once in post		D
	Graduate Engineer in Civil Engineering or possess HNC in Civil Engineering or NVQ4 or equivalent relevant experience.	E	
	Traffic Management TM1, TM2 and T7	E	
	To hold or be willing to undertake training for Winter 6159 Supervisor Unit 621	E	
	ILM or other relevant management qualification		D
Knowledge & Experience			

	Significant experience in highway / construction related activities as an agent or supervisor level or equivalent and a demonstrable proven track record	E	
	Good knowledge of various types of contracts, including but not limited to ICE, NEC, JCT		D
	Working knowledge of The Manual of Contract Documents for Highway Works	E	
	Detailed understanding and demonstrable experience of quality assurance processes	E	
	An in-depth working knowledge and experience of implementing relevant health and safety legislation	E	
Skills			
	Able to problem solve and make evidence-based decisions	E	
	Developed communication skills to influence, persuade and motivate others	E	
	Able to operate using initiative to make decisions within agreed procedures	E	
	Able to accurately complete record sheets, paper or electronic	E	
	Ability to work collaboratively with employees and other stakeholders	E	
	To understand and be responsible for own safety, plus that of those around them	E	
	Good IT skills with the ability to use MS Office packages such as word and excel and willingness to learn specific required systems	E	
Personal Attributes			
	Able to work as part of a team	E	
	Flexible approach to working time arrangements	E	
	Willing to undertake training relevant to the role	E	
Other Requirements			
	Able to work as part of an out of hours call out rota, including evenings, during the night, weekends, bank holidays (unsocial hours)	E	
	Able to undertake the physical requirements of the post	E	
	Able to work outdoors in inclement weather conditions	E	
	Able to respond to call outs at short notice	E	