

## Post Specification

<b>Date</b>	<b>October 2016</b>
<b>Post Group Number</b>	<b>6610</b>
<b>Post Title</b>	<b>NEC3 Site Supervisor</b>
<b>Job Family</b>	<b>Regulation and Technical</b>
<b>Job Family Role Profile</b>	<b>RT11</b>
<b>Final Grade</b>	<b>11</b>

To be read in conjunction with the job family role profile

### Service Area description

This is a role within the Highway, Transport and Fleet Service which is responsible for all management and maintenance of the local road network in Cumbria.

### Purpose of this post

Act as Supervisor as described under the NEC3 ECC form of contract. Provide a service at all times to the nominated NEC Project Manager by ensuring that the standards of work and the materials supplied by contractors are as specified in accordance with the contract information. Maintain records and data. Ensure compliance by contractors with high standards of health, safety and environmental management and compliance with regulation including CDM 2015. Operate and maintain information systems and undertake general administrative tasks.

### Key job specific accountabilities

1. Make regular visits to the site of the Project, as appropriate to the stage of construction, to carry out visual inspections of quality of workmanship and materials on site and ensure that the construction of the Project is being carried out in accordance with the contract documents and in compliance with Health & Safety requirements and processes.
2. Attend all testing and inspection processes to ensure compliance with the contract documents and recommend to the Employer any additional testing and inspection processed deemed necessary for the Project.
3. Maintain daily site diary to include activities undertaken, people and equipment deployed, materials used and a photographic record of progress.
4. Notify defects in accordance with the Contract and issue the defects certificate on behalf of the Employer.
5. Support the NEC3 PM in delivering their responsibilities within the management of the NEC contract with particular focus on compliance with contractual responsibilities with timely interventions/action as required, including Project Manager Instructions, Compensation Events, Early Warnings

Please note annual targets will be discussed during the appraisal process

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### Key facts and figures of the post

<b>Budget Responsibilities</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>

Other	<ul style="list-style-type: none"> <li>Standard IT equipment for mobile working, responsible for information collection, storage and use</li> </ul>
<b>Essential Criteria - Qualifications, knowledge, experience and expertise</b>	
<ul style="list-style-type: none"> <li>NVQ level 5, professional qualification or equivalent experience.</li> <li>Considerable experience in supervision of capital works schemes.</li> <li>Thorough knowledge of the application of standards, specifications, systems, guidelines, regulations, policies and legislation appropriate to local authority works.</li> <li>Knowledge of contract management of NEC3 contracts.</li> <li>Knowledge of cost estimating and building of budget estimates.</li> <li>Experience in administering NEC3 ECC and TSC contracts.</li> <li>Experience in dealing with contractors and sub-contractors.</li> <li>Experience of effective communication with contractors, project managers and employers.</li> <li>Contract administration and undertaking of how to apply the contract.</li> <li>Performance and cost reporting.</li> <li>Ability to assess cost impacts of change.</li> <li>Able to work under pressure and achieve deadlines.</li> <li>Project, programme and risk management skills.</li> <li>Ability to work outside of normal hours when required.</li> </ul>	
<b>Disclosure and Barring Service – DBS Checks</b>	
<ul style="list-style-type: none"> <li>This post does not require a DBS check.</li> </ul>	
<b>Job working circumstances</b>	
<b>Emotional Demands</b>	
<b>Physical Demands</b>	
<b>Working Conditions</b>	
<b>Other Factors</b>	
<ul style="list-style-type: none"> <li></li> </ul>	