JOB DESCRIPTION

JOB TITLE: Senior Works Supervisor
GRADE: GR 4
DIVISION: Transportation and Connectivity
NO OF POSTS: 6.0
SECTION: Infrastructure Delivery

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: NO

1.0 JOB PURPOSE

To assist the Infrastructure Delivery Managers and the Principal Infrastructure Delivery Officers by

1.1 managing the development, design, implementation and handover of projects including those of third party delivery bodies, developers and the Combined Authority to ensure infrastructure works are delivered within the project timescales, budget and to the required quality.

1.2 Ensuring that projects, including those of third party delivery bodies, developers and Combined Authority are managed and delivered in accordance with the relevant obligations.

2.0 DUTIES AND RESPONSIBILITIES

2.1 To undertake the duties as specified in the condition of contract and other agreements and assist in the implementation of specific projects, programmes of work and services and apply design and engineering standards to the delivery of infrastructure projects within timescale, budgetary constraints and any contract conditions including those of third party, combined authority and developers.

2.2 To ensure that a consistently high standard of quality control and supervision is maintained for each project, by site reviews with due regard to construction, health and safety legislation.

2.3 To undertake specification and material checks, monitor and record contractors work and performance as specified.

2.4 To identify site technical problems and prepare, evaluate and recommend solutions to the Project Manager and/or Project Promoter

2.5 Liaise with all parties to ensure that the project is delivered efficiently and effectively.
2.6 To assist the Project Designer and Project Manager to achieve “value engineering” and value for money solutions projects.

2.7 To ensure a robust inspection regime and handover process is developed for each project prior to finalisation of the contract documents and any legal agreements.

2.8 To discharge the relevant obligations of the Highways Act, Chapter 8 and highways specifications applicable to construction works, conditions of contract and legal agreement obligations.

2.9 To assist in the implementation and review of operational practices, systems and procedures.

2.10 To liaise with the general public and stakeholders in a professional, responsive and focused manner and comply with requirements relating to customer engagement and service.

2.11 To participate fully and actively in all training and developments activities, including managing own development and assist in the development of staff.

2.12 To adhere to the Quality Management System.

2.13 To provide solutions and ensure compliance with Standing Orders, Financial Regulations and legislative requirements.

2.14 Apply CDM Regulations. Act as a Principal Designer where appropriate.

2.15 To manage and implement good Health and Safety practices in line with legislation.

2.16 To undertake work outside normal hours. This may include attendance at meetings.

2.17 To undertake design duties commensurate to the grade as required for the service delivery.

**OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**
3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE:

JOB NO:

3.2 LEVEL OF SUPERVISION
Left to work within established guidelines subject to scrutiny by supervisor.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

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<thead>
<tr>
<th>POST TITLE</th>
<th>GRADE</th>
<th>NO OF POSTS</th>
<th>LEVEL OF SUPERVISION*</th>
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*Use 1, 2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS

Contacts: Members of Parliament and Elected Members (under supervision) and Officers of Birmingham City Council, the Public and their representative groups, Contractors and external organisations.

As the role covers a wide spectrum of expertise, the service area would make reasonable adjustment and provide appropriate training to enable the wider duties to be fulfilled.
# Person Specification

**Post:** Senior Works Supervisor  
**Grade:** GR4  
**Division:** Transportation And Connectivity  
**Section:** Infrastructure Delivery  
**Directorate:** Economy

**Method of Assessment (M.O.A.)** A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tbody>
<tr>
<td>Education/Qualifications</td>
<td>CSCS card, NRSWA, IOSH and LANTRA 12D (M7) or equivalent where qualification is not held to demonstrate equivalent standard of experience.</td>
<td>AF/I</td>
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NB: Full regard must be paid to overseas qualifications.
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<tr>
<th>Experience (Relevant work and other experience)</th>
<th>Knowledge and Experience</th>
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<tr>
<td>1. Experience in the construction and implementation of highway, traffic management and infrastructure related schemes and undertaking duties as required by the Conditions of Contract and other Agreements.</td>
<td>AF/I</td>
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<td>2. Experience in inspecting, recording and reporting work relating to construction works.</td>
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<td>3. Experience in identifying and resolving problems of a technical nature.</td>
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<td>4. Experience of providing specialist professional / technical advice in one or more relevant subject areas related to construction and materials.</td>
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<td>5. Experience in the use of current design standards and DMRB application.</td>
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<td>6. Experience in the application of CDM regulations and to manage H&amp;S related obligations</td>
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<td>7. Experience in meeting with the general public, contractors’ staff and statutory undertakers’ representatives to discuss, develop, resolve and implement solutions.</td>
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<td>8. Extensive experience in implementing civil engineering highway works, including assessing temporary traffic management solutions.</td>
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<td>9. Taking a leadership role in health and safety training with instruction to staff and developers agents.</td>
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<td>10. Experience of managing projects and annual programmes to agreed timescales.</td>
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<td>11. Experience of meeting and dealing with a variety of people to discuss, resolve develop and implement solutions.</td>
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<td>12. Experience of maintaining records and producing concise reports, briefs and letter</td>
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<td>13. Experiences of assisting with the assessment of developments were they impact or require highway to be extinguished, improved or created.</td>
<td>AF/I</td>
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<tr>
<th>Skills &amp; Ability (e.g. written communication skills, dealing with the public etc.)</th>
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<tr>
<td>1. Ability to identify and resolve problems of a technical, project planning and financial nature relating to transportation and infrastructure projects</td>
<td>AF/I/T</td>
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<td>2. Ability to undertake detailed inspections and take accurate and complete records of construction works as required.</td>
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<td>3. Attention to detail to produce well-collated information and documentation using appropriate standards and established practices.</td>
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4. Ability to plan, develop and undertake project work and deliver within set timescale and budget.

5. Ability to prioritise own and other project team members workload.

6. Ability to manage the work of the project team and to motivate others and promote team working.

7. Ability to communicate effectively both verbally and in writing with a range of audiences and to produce concise reports.

8. Ability to use computer software packages.

9. Ability to work in a way which promotes Equal Opportunities, Customer Care and Health and Safety.

10. Ability to use the Quality Management System.

11. Assessment of scheme designs and undertake analysis of the impact on the highway network with minimal supervision.

12. To communicate effectively in relation to technical and non-technical matters both orally and in writing.

13. Drafting of legal agreements, technical reports and draft initial City Council Cabinet Member Reports were required.

14. Representing the team at relevant meetings

**Training**

1. Evidence of Continuous Professional Development.

2. Commitment to undertake future training and development to obtain/maintain professional qualifications.

**Other**

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.