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|  | **POST TITLE:** | Site Manager |
|  | **POST NUMBER:** | CS13(a) – 20(a) |
|  | **GRADE:** | Grade 10  Job Evaluation Ref No: N9879 |
|  | **LOCATION:** | Your normal place of work is Meadowfield Depot. However you may be required to work at any council workplace within County Durham |

1. **RELEVANT TO THIS POST:**

**Flexible Working:** The flexible working policy is not applicable to this post. Please note normal working hours are 07.45am to 16.45pm Monday to Thursday and 7.45am to 15.45pm on a Friday. As the standard working week is 37 hours/week up to 4.5 hours overtime are paid each week to facilitate the opening and closing of the site and align the working hours with operational staff above hours of work of which 2 hours are paid as contractual overtime.

**DBS:** Enhanced DBS check is required.

1. **ORGANISATIONAL RELATIONSHIPS:**

**Responsible to:** The post holder is responsible to the Construction Manager and will work in conjunction with all Durham County Council staff. In particular good working relationships must be established and maintained with the wider team.

**Work alongside:** Work with Foremen, Managers, service users

and other trades in Building and Facilities

Maintenance (B&FM).

**Responsible for:** The operational management of Foremen, Chargehands, tradespeople, apprentices and framework sub-contractors across a wide range of disciplines.

**Responsive to:** The Construction Manager, the needs of the service and the needs of the customer.

1. **DESCRIPTION OF ROLE:**

The post holder is required to provide day to day management and organisation of all assigned operational staff internal and external sub-contractors engaged in carrying out construction projects and associated works (this includes overall responsibility for multi-disciplined projects including the delivery of services by other Divisions and Foremen); including ensuring safe systems of work are in place and they, the staff and their works are regularly monitored. The post holder is required to maintain record systems associated with these works including but not limited to accurate job records, service sheets, timesheets and certification. The post holder is responsible for ensuring accurate financial systems are in place to enable costs to be accurately and timely recorded and claims prepared in conjunction with the Construction Team and with staff from Business Support. The post holder will be required to deliver financially successful, quality assured, safe and timely project works in conjunction with other B&FM staff to the satisfaction of the Construction Manager/ customer.

The post holder is required to assist in the development of the B&FM service by expanding the construction services offered, improving the quality of the works carried out and assisting to develop Durham County Council’s portfolio of buildings to a high standard whilst developing good customer relationships with service users.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

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| 8.1 The post holder will be responsible to the Construction Manager and responsible for the operational management of chargehands, tradespeople, apprentices internal and framework sub-contractors. |
| 8.2 To provide leadership and guidance to operational staff, directing and monitoring their activities effectively. In particular that the Construction Service represents value for money and works are to the required standard. |
| 8.3 Manage Human Resources related issues to foster good industrial relations – for example but not exclusively appraisals, disciplinary matters, complaints, sickness monitoring, training needs and holiday allocation. |
| * 1. To ensure the performance targets set for the post holders projects and ‘division’ are achieved and provide information as required to monitor the KPI’s and financial outputs. Ensuring that all construction services are carried out within the budget allocated for the project. |
| 8.5 Promote and develop operational working practices and procedures with staff to improve their awareness and the achievement of excellent Health and Safety standards. |
| * 1. Assist the Construction Manager to develop strategies for improved project and service delivery. |
| * 1. Ensure all working practices and systems comply with B&FM’s QMS, Health and Safety Management System and promote a team working ethos, a supportive culture and excellent levels of customer care. |
| * 1. Be able to problem solve across a whole range of issues including technical and logistical to ensure satisfactory project delivery. |
| * 1. To promote the services offered by Direct Services to both existing and potential customers as the opportunities arise. |
| * 1. The post holder is responsible for integrating the working practices of their areas of responsibility (projects/operating division) into the organisation as a whole by invoking a positive teamwork approach. |
| * 1. To ensure self-compliance and the compliance of all allocated staff in terms of the policies and procedures of Durham County Council.   2. Post holder must be able to prioritise tasks dealing with conflicting demands effectively resulting in resolutions that enable successful project delivery.   3. Undertake monitoring and auditing of assigned staff and sub-contractors to ensure staff competency levels and work quality are maintained. |

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Construction Manager.

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice.  To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

       These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

**Person Specification: Site Manager Grade 10**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | * NVQ Level 3 or equivalent in a building / construction services discipline. * 5 day SMSTS * CSCS management card | * The post holder will commit to obtaining specific vocational qualifications necessary to deliver the services for which the post holder is responsible. * Educated to HNC level in a building / construction related subject (NVQ 4 or equivalent) * Management / supervisory qualification * NEBOSH National General Certificate (within 1 year of appointment) | * Application form * Selection Process * Pre-employment checks |
| **Experience** | * Supervisory and / or management experience of Construction Projects within a large multi-functional public or private sector organisation. * Experience of working at a similar level within a construction or maintenance environment. * Demonstrate a track record in operational management. * Experience in the application of appropriate personnel policies and procedures. * Experience of working to deadlines | * Partnership working | * Application form * Selection Process * Pre-employment checks |
| **Skills / knowledge** | * Ability to communicate effectively, both orally and in writing. * Analytical and decision making skills. * Good IT skills * Good organisational skills. * Knowledge of Quality Management Systems. * Knowledge of a wide range of construction techniques and project delivery | * An understanding of local government. * Understanding of construction services and repairs and maintenance services. | * Application form * Selection Process * Pre-employment checks |
| **Personal Qualities** | * Team player * Commitment to the concept and values of the public service sector. * A flexible approach to work and a capability to work under pressure and to deadlines. * Self-motivated and able to work on own initiative, but in accordance with corporate objectives. * Ability to work in partnership with others to forge effective working relationships. |  | * Application form * Selection Process * Pre-employment checks |
| **Special Requirements** | * May be required to work outside normal hours * Due to the requirement to drive a County Council vehicle in this role and appointment will be subject to the production of a valid driving licence for the required category of vehicle and the satisfactory completion of an in-house Drive Induction Assessment |  | * Application form * Selection Process * Pre-employment checks |