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| <b>Post Title: Senior Construction Team Leader</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Director/Service/Sector : Highways &amp; Neighbourhood Services</b> |                                                                                                                               | <b>Office Use</b>                       |
| <b>Grade: BAND 7</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Workplace:</b>                                                      |                                                                                                                               | <b>JE ref: 1347</b><br><b>HRMS ref:</b> |
| <b>Responsible to: Construction Manager</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Date: August 2010</b>                                               | <b>Manager Level:</b>                                                                                                         |                                         |
| <b>Job Purpose: To day to day manage the Construction and Stores/Depot operational Teams, to meet the requirements of the County Council and other clients. To manage the day to day delivery of services to achieve high levels of stakeholder satisfaction.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                        |                                                                                                                               |                                         |
| <b>Resources</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Staff                                                                  | Front-line Operational Construction Specialists, Depot & Stores personnel and Highways Operatives.                            |                                         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Finance                                                                | Day to day monitoring of the Area Highways Construction budget (Substantial in value), to ensure effective utilisation.       |                                         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Physical                                                               | Plant, Vehicles, Equipment, Buildings and databases.                                                                          |                                         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Clients                                                                | Clients, Government Agencies, Partner Organisations, and providing and efficient and effective service to the general public. |                                         |
| <b>Duties and key result areas:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                        |                                                                                                                               |                                         |
| <ul style="list-style-type: none"><li>• Act as first line manager for the Operational Construction, Stores/Depot &amp; Highways Teams, including Contractors, to ensure the best use of available resources to meet client and customer requirements</li><li>• Take responsibility for all day to day workload and staffing issues relating to the Area Operational Construction, Stores/Depot &amp; Highways Teams</li><li>• Co-ordinate resources for individual activities to ensure the provision of services within the agreed policy and financial framework for Construction &amp; Highways</li><li>• Assist to prepare service delivery and business plans for operational Construction &amp; Highways matters. To oversee their implementation and monitor progress.</li><li>• Monitor the workforce, help determine training requirements. Production of sickness returns and authorisation of holiday entitlements.</li><li>• Carry out inspections, monitor and report both authorised and unauthorised works.</li><li>• Ensure Public Liability Claims and immobile property damages are minimised and investigations conducted and relevant documentation processed, as necessary.</li><li>• Deliver training to workforce in the form of 'tool box talks' etc.</li><li>• As necessary, liaise and negotiate with suppliers to obtain optimum prices for supplies and services purchased.</li><li>• Ensure compliance with the Regulations and other relevant legislation</li><li>• Advise on approving the design of proposals submitted by developers seeking planning approval for new housing developments etc.</li><li>• Oversee the Area Construction programme and recommend amendments and alterations, as appropriate.</li><li>• Monitor financial budgets and delivery of programmes</li><li>• Help to establish quality standards and performance indicators for services, review performance and ensure appropriate action is taken. Ensure that prevailing legislation and best professional practice are reflected in the standards and values of activities undertaken.</li><li>• Assist to consult and negotiate with clients, market services and promote good customer relationships. Liaise and arbitrate with elected members, clients, sub contractors, support services and Directorates of the County Council</li><li>• Represent the interests of Highways and Neighbourhood Services and the County Council at public meetings, district or parish council meetings, public enquiries etc</li><li>• As necessary, represent the Head of Service and the Director at meetings of the County Council, its committees, sub-committees and working groups</li><li>• Promote and maintain procedures and safe systems or working to comply with health and safety and employment legislation, including the CDM regulations</li><li>• Contribute to the development and maintenance of quality, environmental and health and safety systems. Embrace the concepts of customer care and IIP in all activities</li></ul> |                                                                        |                                                                                                                               |                                         |

- Any other duties appropriate to the nature, level and grade of the post

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

#### Work Arrangements

Transport requirements

Extensive travel within recognised area, between sites, and further a field as necessary.

Working patterns:

Working conditions:

**NORTHUMBERLAND**

COUNTY COUNCIL

### PERSON SPECIFICATION

#### Appendix 2

| Post Title: Senior Construction Team Leader                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Director/Service/Sector:                                                                                                                                                                                            | Ref:      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Desirable                                                                                                                                                                                                           | Assess by |
| Knowledge and Qualifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                     |           |
| <ul style="list-style-type: none"><li>• Technical qualification @ HNC or equivalent level.</li><li>• NVQ 4 in supervisory management.</li><li>• General standard of education demonstrating literacy and numeracy.</li><li>• Relevant Supervisory and Management experience.</li></ul>                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"><li>• Other professional or management qualifications</li></ul>                                                                                                                   |           |
| Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                     |           |
| <ul style="list-style-type: none"><li>• Experience of managing in a comparable environment</li><li>• Successful track record of managing operations and staff</li><li>• Experience of budgetary and financial control</li><li>• Detailed knowledge of all aspects of Construction design and maintenance</li><li>• Working knowledge of the organisation of the County Council</li><li>• A detailed knowledge of technical, professional, legal and commercial issues.</li><li>• Knowledge of construction and commercial practices in the private sector.</li></ul> | <ul style="list-style-type: none"><li>• Experience of co-operative work with both the public and private sector</li><li>• Experience of managing an organisation with ISO 9001, ISO 14001 and OHSAS 18000</li></ul> |           |
| Skills and competencies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                     |           |
| <ul style="list-style-type: none"><li>• Good management, communication, presentation and negotiation skills</li><li>• An objective and rational approach to problem solving and decision making</li><li>• Good interpersonal skills with the ability to build and lead effective teams, motivational and communication skills</li><li>• Commercially aware</li><li>• Self motivated, adaptable and resourceful</li><li>• Effective planning and organisational skills</li><li>• Good at problem solving and able to work with minimum supervision.</li></ul>         | <ul style="list-style-type: none"><li>• Well developed marketing and promotion skills</li></ul>                                                                                                                     |           |

**Physical, mental and emotional demands**

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| <ul style="list-style-type: none"><li>• Able to remain calm and professional when dealing with emotive issues and explaining the Councils position and responsibilities. Also including emergency situations and winter services.</li><li>• Ability to lead and motivate a team of individuals.</li><li>• Self-motivated, adaptable and resourceful.</li><li>• Normally works from a seated position with frequent need to walk, bend or carry items e.g traffic signs etc.</li><li>• Need to maintain general awareness with lengthy periods of enhanced concentration.</li><li>• Regular contact with public/clients in dispute with the County Council.</li><li>• Regular exposure to working outdoors.</li></ul> |  |
| <b>Other</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <ul style="list-style-type: none"><li>• Able to make site visits and use own initiative.</li><li>• Willingness to work outside of normal office hours, including evenings, nights and weekends.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits