



## **Job profile**

# **Site Manager- Electrical**

## **Grade H SCP 25 - 28**

**Group:** Housing, Environment and Healthy Communities

**Service:** Gateshead Construction Services

**Location:** Shearlegs Road

**Line Manager:** Project Manager - Electrical Compliance

**Car User Status:** Casual

### **Job Purpose**

We're looking to recruit a Site Manager with an Electrical bias to work within the Electrical Compliance Section. Day to day you will assist in the delivery of a high quality, customer influenced investment works, commercial and domestic electrical installs and remedial works, cyclical works, and occasionally some repairs and maintenance. Supervision activities will be of both in-house labour and subcontractors and the expectation is that you will manage multi-disciplinary teams of varying trades and specialisms. Support the Project manager, liaise with customers, audit and monitor Health and Safety and undertake risk management assessment. The key roles of this post will include:

### **The key roles of this post will include:**

1. To undertake the day-to-day management and co-ordination of an inhouse team and specialist subcontractors undertaking Capital Works and Domestic Testing & Remedial activities
2. To be the competent NICEIC Qualified Supervisor, ensuring sign off and completion of test sheets.
3. To assist in the preparation of programs for construction activities in order to achieve targets.
4. Support the Project Manager in enforcing company policies and procedures.
5. To work in partnership with the inhouse team and appointed Contractors to deliver an effective and quality service to our customer.
6. Management of the inhouse team and subcontractors and co-ordinate their works day to day in-line with the Capital and Domestic programmes.



7. To monitor and manage progress of works against programs to ensure that all works are delivered on time, within specification, budget and to the Client's satisfaction.
8. To ensure compliance with appropriate specifications and carry out all appropriate testing for compliance.
9. To maintain electrical qualifications/accreditations to current legal requirements
10. To support, coach and develop team members in line with company policies and procedures to maximise their full potential, ensuring both personal and organisational objectives are met.
11. To be pro-active in all aspects of safety management by complying with current legislation, including the CDM Regs in order to promote a culture of good health & safety practice within the working environment.
12. To demonstrate a positive, diverse and inclusive attitude to both internal and external customers and colleagues
13. Such other responsibilities allocated which are appropriate to the grade of the post.



## Knowledge & Qualifications

### Essential:

#### Knowledge

- Principles of Construction
- Health & Safety regulations, including CDM Regs
- IT literate
- Building Regulations in relation to electrical works
- Fundamental Principles of Legislation for Site Safety, Electrical Testing
- Good verbal communication Skills

#### Experience

- Supervisory experience of employees and subcontractors on site
- Capital Works contracts and Domestic Testing & Remedials works
- Managing performance
- Partnership and collaborative working

#### Qualifications

- Completed an NVQ Level 3 Electrical Apprenticeship
- City & Guilds 2391 Inspection & Testing or equivalent
- IET BS7671 18<sup>th</sup> Edition Wiring Regulations
- Be prepared to become a NICEIC Qualified Supervisor
- Valid ECS Card appropriate to level for position and responsibility
  
- Driving Licence (or meet the travel requirements of the role)

### Desirable:

#### Knowledge



- Project Management
- Financial control of construction projects

## Experience

- Contract Administration/Management
- Financial control of construction projects.
- Use of MS Project
- Use of project management methodology in a practical environment

## Qualifications

- Relevant professional/managerial qualification
- Temporary works coordinator
- SMSTS Certificate in Construction
- Trained first Aider
- Scaffold Inspection



## Competencies

<b>Customer Focus</b>	Puts the customer first and provides excellent service to both internal and external customers
<b>Communication</b>	Uses appropriate methods to express information in a clear and concise way to make sure people understand
<b>Team Working</b>	Works with others to achieve results and develop good working relationships
<b>Making things happen</b>	Takes responsibility for personal organisation and achieving results
<b>Flexibility</b>	Adapts to change and works effectively in a variety of situations
<b>Learning and Development</b>	Actively improves by developing and applying new skills and knowledge and learns from past experiences
<b>Developing Teams and Individuals</b>	Promotes and supports team and individual learning and development and uses delegation to create a sense of ownership of high level organisational issues, and encouraging individuals to stretch beyond their current capabilities
<b>Managing Performance</b>	Effectively manages the performance of teams and individuals to ensure results are achieved
<b>Personal Impact</b>	Is self-aware, learns continuously and adapts behaviour in response to feedback. Makes things happen, operates with resilience, flexibility and integrity
<b>Making things happen</b>	Empowers people to initiate change. Supports innovative ideas and new ways of working