

DARLINGTON BOROUGH COUNCIL
ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES
JOB DESCRIPTION

<u>POST TITLE :</u>	Construction Manager
<u>GRADE :</u>	Grade P
<u>JOB EVALUATION NO.</u>	B1364
<u>REPORTING RELATIONSHIP</u>	The post holder reports to the Head of Building Services
<u>JOB PURPOSE :</u>	To assist the Head of Building Services in the effective day to day management of the Building Services
<u>POST NO.</u>	D13084
<u>PDR COMPETENCY FRAMEWORK</u>	Level 2, Core Management Competencies for all managers

MAIN DUTIES/RESPONSIBILITIES

Operational

1. Assume day to day management responsibility for the effective delivery of the Building Construction projects assigned to the post.
2. Ensure financial management of all expenditure within the projects assigned to the post and ensure that operating costs are contained within the income targets for the projects.
3. To prepare project programmes as required and monitor, reporting regularly to the Head of Building Services on the progress of contracts.
4. Promote high standards of health and safety, ensuring compliance with statutory requirements and current best practice.
5. Ensure the requirements of CDM are effectively implemented on construction projects including developing construction phase plans.
6. Develop and implement risk assessments and method statements.
7. Ensure employees have the skills knowledge and training relevant to their role, maintaining records.
8. Ensure adequate monitoring arrangements are in place.
9. To co-ordinate and control the use of all project resources, i.e. labour, plant, materials, contractors and transport to ensure optimum utilisation.
10. Co-ordinate, control and direct the activities of any supervisors responsible to him/her and monitor project progress against established and agreed objectives.

11. To liaise with Surveying Staff in respect of productivity levels and provide guidance on performance target levels in the preparation of tenders, etc.
12. Contribute to the preparation of tenders through the provision of appropriate technical advice.
13. Management of a communications concerning projects, assigned to the post.

Performance Management

14. Responsible for the efficient planning, programming, organisation and control of all projects assigned to the post.
15. To ensure that all work undertaken is carried out within tender guidelines and that an appropriate rate of return is achieved.
16. To ensure, apply and monitor that all work is compliant with the ongoing requirements of BS EN ISO 9001/14001.
17. Contribute to the division Service and Business Plans and ensure that systems/procedures are in place to set and review objectives and performance indicators for the Service and Business Plans.

General

18. Ensure that the PDR process operates effectively within your team and that mid and end year reviews are completed and submitted to the Council's timescales.
19. Manage your team in line with all the Council's policies and procedures and ensure that employees are aware of their obligations under these.
20. Behave according to the Employees' Code of Conduct and ensure that employees in your team are aware of their obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
21. Ensure that the Council's Equality agenda is implemented effectively in your team and to carry out your duties as a manager and employee in line with these.
22. To fulfil your health and safety management role as detailed in both Corporate and Group Health and Safety Policies, organisational statements and procedures to ensure a safe working environment for yourself, members of your team and others who may be affected by your team's activities.
23. Any other duties of a similar nature related to this post that may be required from time-to-time.

This post is subject to a standard disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: May 2018

DARLINGTON BOROUGH COUNCIL

PERSON SPECIFICATION - CONSTRUCTION MANAGER

ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

POST NO. D13084

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
Qualifications & Education			
1	A recognised qualification in Building/Construction or management	E	
2	NEBOSH National Certification in Construction Health and Safety Note: This is an essential requirement for the role, however if you do not hold this qualification when appointed you will be expected to obtain it as soon as practicable following appointment	E	
3	Formal qualifications, i.e. BSc in Construction Management, or HND/BTEC Building Studies		D
Experience & Knowledge			
4	Approx. 5 years' experience working within a building / construction environment	E	
5	Experience/understanding of contract/ construction project management	E	
6	Experience in a managerial role	E	
7	Technical competence in the Building Services environment	E	
8	Knowledge of current Health & Safety legislation	E	
9	Experience of staff management to include performance management and forward planning on resource needs to meet project targets	E	
10	Experience of developing, implementing, monitoring and reviewing policies and procedures	E	
11	Knowledge and understanding of best value relevant to local authorities		D
12	Knowledge of microsoft project		D
13	Knowledge of building services (mechanical and electrical)		D
14	Knowledge of asbestos legislation		D
Skills			
15	Ability to manage and monitor project programmes and ensure deadlines are meet	E	

16	Ability to manage and allocate labour resources to contracts based on priority needs.	E	
17	Ability to manage and monitor contracts financial status and to maintain commercial viability.	E	
18	Ability to collate and manage key performance data for projects, as management information and to meet client requirements (to include profitability, productivity, Health and Safety etc).	E	
19	Ability to monitor and manage productivity levels within projects assigned to post and to manage staff on low productivity levels.	E	
20	Able to establish priorities and achieve deadlines.	E	
21	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports & presentations)	E	
22	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager	E	
23	IT Literate, capable of using MS Word / Excel and office packages	E	
24	Able to prepare and present contract programmes		D
25	Able to set out sites at ground works stage.		D
26	Ability to use setting out instruments		D
27	Report writing		D
Personal Attributes			
28	Self-motivated	E	
29	Able to work under pressure to meet deadlines	E	
30	Able to motivate	E	
31	A team player	E	
Special Requirements			
32	Ability to comply with the council's no smoking at work policy	E	