

DARLINGTON BOROUGH COUNCIL

ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Pre-Construction & Compliance Manager
<u>GRADE :</u>	Grade P
<u>JOB EVALUATION NO.</u>	E3492
<u>REPORTING RELATIONSHIP</u>	The post holder reports to the Head of Building Services
<u>JOB PURPOSE :</u>	To support the Head of Building Services in ensuring compliance with all construction regulations. Carry out early contractor involvement and take part in design development, with responsibility for the construction planning stage.
<u>POST NO.</u>	D14099
<u>PDR COMPETENCY FRAMEWORK</u>	Level 2, Core Management Competencies for all managers

MAIN DUTIES/RESPONSIBILITIES

1. Responsibility for the construction planning stage including site set up.
2. Develop and regularly review a standard site set up and compound.
3. Work with design teams to identify technical risks associated with construction, use and maintenance and suggest innovative ways to mitigate, taking part in design reviews.
4. Work collaboratively with Quantity Surveying colleagues on preliminaries and cost management. Contribute to the preparation of tenders.
5. Management of communications concerning projects alongside the Construction Manager.
6. Provide support to the Construction Manager and Site Supervisors
7. Undertake Site Audits, inspections, re-inspections and follow up on remedial actions.
8. Responsibility for the development of statutory and contractual procedures to assure high levels of compliance.
9. Promote high standards of health and safety, ensuring compliance with statutory requirements and current best practice.
10. Ensure the requirements of CDM requirements on the Principal Contractor are effectively implemented on construction projects including developing construction phase plans.
11. Develop, implement and regularly review risk assessments and method statements.

12. Ensure employees are fully trained and compliant in accordance with the guidelines of the relevant regulatory bodies and maintain training matrix.
13. Keep up to date with current trends in compliance best practice, changes in construction methods and statutory legislations.
14. Ensure adequate monitoring arrangements are in place to monitor compliance with all relevant legislation
15. Ensure that sub-contractors have effective systems in place to manage and monitor and health and safety on sites
16. Work together with other managers in Building Services and within the organisation to promote joined up problem solving and improvement.
17. Responsible for the efficient planning, programming, organisation and control of all projects assigned to the post.
18. Provision of management and performance information
19. To ensure, apply and monitor that all work is compliant with the ongoing requirements of BS EN ISO 9001/14001.
20. 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.
21. Manage your team in line with all the Council's policies and procedures and ensure that employees are aware of their obligations under these.
22. 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.
23. 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.
24. 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.
25. Any other duties of a similar nature related to this post that may be required from time-to-time.
26. 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.
27. 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 : December 2018

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PRE-CONSTRUCTION & COMPLIANCE MANAGER

POST NO. D14099

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 <i>THIS IS AN ESSENTIAL REQUIREMENT FOR THE ROLE HOWEVER IF THE APPLICANT DOES NOT HOLD THIS QUALIFICATION WHEN APPOINTED THEY WILL BE SUPPORTED TO OBTAIN IT AS SOON AS PRACTICABLE FOLLOWING APPOINTMENT.</i>	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		D
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	Ability to provide comprehensive and concise written reports		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	