

Job Description

Post Title	Site Manager
Job Evaluation	N9879
Grade	10
Service	Regeneration, Economy & Growth
Service Area	Strategic Construction
Reporting to	Construction Manager
Location	Your normal place of work is Meadowfield, but you may be required to work at any Council workplace within County Durham
Disclosure and Barring Service (DBS)	This post is subject to a disclosure.
Flexitime	This post is not eligible for flexitime 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
Politically restricted	This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State

Description of role

The post holder 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 customers.

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.

Duties and Responsibilities

- 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.
- 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.
- 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.
- 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.
- Promote and develop operational working practices and procedures with staff to improve their awareness and the achievement of excellent Health and Safety standards.
- Assist the Construction Manager to develop strategies for improved project and service delivery.
- 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.
- Be able to problem solve across a whole range of issues including technical and logistical to ensure satisfactory project delivery.
- To promote the services offered by Corporate Property and Land to both existing and potential customers as the opportunities arise.

- 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.
- To ensure self-compliance and the compliance of all allocated staff in terms of the policies and procedures of Durham County Council.
- Post holder must be able to prioritise tasks dealing with conflicting demands effectively resulting in resolutions that enable successful project delivery.
- Undertake monitoring and auditing of assigned staff and sub-contractors to ensure staff competency levels and work quality are maintained.

Organisational Responsibilities

Values and behaviours

To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

Smarter working, transformation, and design principles

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

Communication

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

Health, Safety and Wellbeing

To take responsibility for health, safety, and wellbeing in accordance with the council's Health and Safety policy and procedures.

Equality and diversity

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality

To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

Performance management

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

Quality assurance (for applicable posts)

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

Management and leadership (for applicable posts)

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council's values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

Financial management (for applicable posts)

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

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 your manager.

Person Specification

Attributes	Essential	Desirable
Qualifications	- 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)
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.
Skills and 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.	- An understanding of local government. - Understanding of construction services and repairs and maintenance services

	• Knowledge of a wide range of construction techniques and project delivery	
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. • May be required to work outside normal hours. • Due to the requirement to drive a County Council vehicle in this role, appointment will be subject to the production of a valid full UK driving licence for the required category of vehicle B, BE, C1, C1E, D1, D1E, f, k, l, n & p and the satisfactory completion of an in-house Driver Induction Assessment.	