

Title:

Role Responsibilities Authorities and Competencies

**Role Title: Area Schemes Supervisor****Last Update: 3rd March 2010****Reporting To / Role Purpose:****Reporting to:** Schemes Delivery Manager**Role Purpose:** Supervision of operational elements of schemes within an area comprising several Boroughs within the Central Area of London.**Responsibilities:** (what do you produce or what service you deliver internally or externally to your area)

- Operational safety and environmental control of schemes.
- Provide buildability consideration in to scheme development at design and planning stage through an integrated approach with the design team.
- Development and management of scheme works programmes.
- Development, coordination and delivery of traffic management
- Coordination, appointment and management of supply chain partners
- Commercial reporting and valuation of works.
- Representing the schemes team at various client and stakeholder meetings.
- Issuing and tracking of early warning notices and compensation events associated with the works.
- Support of schemes delivery manager objectives.

Authorities: (what are you allowed to do that other can not i.e. approval of key document, sign off of works etc).

- Verification of supply chain payments.
- Approval of method statements and risk assessments.
- Raising purchase orders as required.
- Instructing supply chain partners as required in completion of the works.
- Verification of the quality of works with supply chain partners and the client.

Competencies: (N.B. Competence is defined as "the demonstrated ability to apply skills and knowledge". You have to define what the competence (some criteria) are for the aspects of this role that can affects the quality of the delivery of from an activity or way of working / process. These are the criteria against you will ultimately appraise any person in this role against and arrange training as required.)

- Ability to plan, manage and supervise construction works activities.
- An understanding of an NEC type of contract and its application.
- Ability to effectively manage the schemes supervisor and supply chain partners.
- An understanding of the principles of safety management.
- Understanding of environmental principles of significant impacts, aspects and controls.
- Ability to effectively manage health and safety and environmental emergencies.
- Awareness of the waste management process and sustainable solutions.
- Effective control of cost and value reporting.
- Ability to work within an integrated schemes delivery team.
- Knowledge of works specifications and custom and practice within the industry.
- A sound knowledge of CDM requirements.
- Quality control and testing requirements.

Completed documents are to be sent to HR for upload to IMS Intranet
Completed documents are to be read in conjunction with the organisation structure chart