

Job Description

Business Area	Operations
Post Title	Trainee Supervisor
Grade	6 and 7 (Career Grade)
Reports To	Senior Supervisor
Date of Issue	April 2024

Job Purpose

To supervise the efficient and effective running of operational activities within one of the following work streams meeting all safety, environmental and quality obligations.

- Capital Schemes
- General Maintenance Unit
- Winter and Surface Treatments
- Cyclical and Drainage

At level 6 the post holder will be assigned to a specific work stream but may be required to provide cover on other work streams as needed. Depending on the work stream the post holder is allocated to, they will either be responsible for their work stream;

- (1) in a specific depot, or
- (2) in a number of depots, or
- (3) they may be required to operate on a countywide basis.

In addition, the postholder is required to participate in an out of hours call out rota to respond to emergencies and winter maintenance activities.

Career Progression

This role is career graded.

At level 6, the Trainee Supervisor will be supported with oversight from either the Supervisor or Senior Supervisor to develop the knowledge, skills and competence to operate more independently at level 7.

Movement from the Trainee Supervisor Level 6 to the Trainee Supervisor Level 7 will be considered annually and assessed against the following criteria:

Assessment to progress from entry to higher level includes:

- Ability to manage multiple work sites with decision making latitude.
- Evidence of achieving completed minor projects to high standards.
- Building and maintaining effective client relationships, including gaining trust and confidence.
- Meet the specific objectives relative to the employee's allocated work stream.

Main Duties and Responsibilities

1. Responsible for the day-to day supervision of works programmes within the agreed specification.
2. Supervise and promote relevant IMS (Integrated Management System) procedures being undertaken, including but not limited to safety inspections, site inspections, inductions and toolbox talks.
3. Assist with the development of Health and Safety Plans (construction phase) where appropriate, including the identification of risks and ensuring control methods are in place for safe practice
4. Responsible for the planning and programming of materials, plant and labour on a daily basis including the monitoring of finances and spend.
5. Assist with the production and monitoring of works programmes ensuring they are completed on time and to specification
6. Actively attend site prior to work starting and work collaboratively with partner organisations and stakeholders during the works programme to provide feedback and progress updates
7. Discuss traffic management requirements for each job and promote contract involvement in ECI's
8. Responsible for accurately recording and monitoring works/data in relevant systems for audit purposes.
9. Motivate, coach and mentor staff to develop skills
10. Ensure daily briefings to all operatives and sub-contractors are carried out
11. Ensure that the PDR process operates effectively within your team and that end of year and quarterly reviews are completed and submitted within the NY Highways timescales
12. Manage your team in line with all the NY Highways policies and procedures and ensure that employees are aware of their obligations under these.
13. Fulfil your health and safety management role as detailed in the NY Highways Health and Safety Policy, 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.
14. Work in line with all NY Highways policies and procedures and be aware of the obligations for employees under these.
15. Behave according to the Employee Code of Conduct and be aware of employee responsibilities under the Code.
16. Behave according to the Behaviours Framework.

17. Comply with health and safety policies, organisational statements and procedures, report any incidents / accidents / hazards and take a pro-active approach to health and safety matters in order to protect oneself and others.
18. Undertake any other duties of a similar nature that may be required from time-to-time.

Person Specification

Criteria No	Criteria Description	Essential (E)	Desirable (D)
Qualifications & Education			
	To hold or be willing to undertake training for Winter 6159 Supervisor Unit 621	E	
	To Hold or be willing to undertake Traffic Management TM1, TM2 and T7		D
	To hold SSSTS or be willing to undertake once in post		D
	Graduate Engineer in Civil Engineering or possess a HNC in Civil Engineering or NVQ4		D
	Accredited qualification (i.e. Lantra, city and guilds) highway related field		D
Knowledge & Experience			
	Demonstrable experience of taking responsibility of project delivery and/or managing others. Ideally within highways construction or related activities.	E	
	Knowledge of Quality Assurance processes	E	
	Knowledge of relevant Health and Safety Legislation	E	
	Knowledge or awareness of contractual documentation for highway works or similar industry.		D
Skills			
	Able to problem solve and make evidence-based decisions	E	
	Developed communication skills to influence, persuade and motivate others	E	
	Able to operate using initiative to make decisions within agreed procedures	E	
	Able to accurately complete record sheets, paper or electronic	E	
	Ability to work collaboratively with employees and other stakeholders	E	
	To understand and be responsible for own safety, plus that of those around them	E	
	Good IT skills with the ability to use MS Office packages such as word and excel and willingness to learn specific required systems	E	
Personal Attributes			
	Able to work as part of a team	E	
	Flexible approach to working time arrangements	E	
	Willing to undertake training relevant to the role	E	
Other Requirements			
	Able to work as part of an out of hours call out rota, including evenings, during the night, weekends, bank holidays (unsocial hours)	E	
	Able to undertake the physical requirements of the post	E	
	Able to work outdoors in inclement weather conditions	E	

	Able to respond to call outs at short notice	E	
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