



# Highways Supervisor

Service	Reporting to	Location	Grade
Construction Services	Operations Manager	Swinton Hall Road Depot	4B

## About the role

- Responsible for the supervision of both in house and contracted operatives
- Receive work instructions, identification of job requirements from work instructions and analysis of requirements including labour, plant and materials, and pricing accordingly
- Liaise with the Depot Manager regarding fleet, plant, and material resources, ensuring where required, all items are prepared in advance of the following days works.
- Allocate works to gangs (in house and sub-contract) to ensure that all plant and materials are available to complete the tasks efficiently
- Ensure that all works meet the required standards and are delivered safely
- Ensure that operatives comply with:
  - Work instructions
  - Workmanship and material specifications
  - Industry standards, codes of practice and response time
  - Current HSE legislations including safe methods of work and risk assessments
  - Undertaking plant and equipment checks as set out in H&S procedures and report any defects
- Regularly undertake site checks regarding safety and quality compliance and instigate remedial works
- Providing assistance in emergency situations and appropriate contribution to out of hours emergency call out service
- Responsible for the developing daily performance targets and ensuring labour, plant and materials costs are reconciled to outputs achieved. Taking action where targeted costs are not met.
- Providing information on weekly gang outputs and cost data to Operations Manager on weekly basis

- Manage the collection of all site records. Authorising time sheets daily and send to admin for entry on to the cost system
- Ensuring all Good Received Notes (GRN's), labour timesheets, plant sheets and off hire notes are signed and returned promptly for data entry
- Utilising the disciplinary and grievance procedures in accordance with company procedures
- Undertaking day to day personnel, operational and welfare matters and liaise with manager as required
- Undertaking monitoring of attendance and any absence, time keeping or performance issues and deal with issues in an appropriate manner
- Identifying training needs and assist in the development of training plans
- Managing Charge Hands and Operatives and ensuring all necessary paperwork is completed and collected to agreed timescales
- Undertaking Site Inductions and Toolbox Talks and report any issues raised
- Assisting the HSE advisor in major investigations and undertake local investigations related to less significant incidents or accidents
- Liaising with HSE Advisor for technical advice related to H&S
- Identifying areas for improvement and opportunities for removing or reducing operational risk
- Identifying any other general business improvements and encourage a positive and proactive change culture within team and wider business
- Looks for continuous improvement and innovative solutions
- Where possible explores opportunities to generate income or revenue to the business

## Key outcomes

---

- Able to complete works under tight deadlines ensuring all work is conducted efficiently and effectively
- Ensuring that all operations comply with current HSE legislation
- Ensuring all employees both internal and external are competent for the duties performed
- Work within a team to ensure work is completed, communicating effectively with each other.
- Managing the pre-construction, construction and post construction activities of any sites being delivered via internal or third-party construction teams

## What we need from you

---

- Proven technical skills and ability in the role with a record of accomplishment for delivering outcomes
- Professional credibility through proven relevant experience
- To model and demonstrate our values and behaviours



- Previous experience of working to deadlines.
- Previous experience of manual work, and plant equipment/machinery.
- Previous experience in delivering minor civils schemes to budget and programme
- Willingness and ability to work outdoors in all weather conditions
- Relevant and up to date qualifications in the business area and minimum two years' experience in operational delivery

## What we can offer you

---

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

### Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

### Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on the Institute of apprenticeships website.

### Tailored Development

We can offer on the job training and CPD opportunities



## A digital organisation

### Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea website](#).

### Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

## Our organisation's values

---

**We have four values: Pride, Passion, People, Personal responsibility.**

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

## Our values



**Pride**

**Passion**

**People**

**Personal responsibility**

## Application guidance

---

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.