



POSITION DESCRIPTION

Job Title	Project Supervisor - Routine
Reports to	Routine Manager
Direct Reports	Routine Teams
Date	February 2024

Job Purpose

To ensure that all Routine projects are conducted in accordance with Company compliance and health and safety management systems which result in project completion on time, on budget and to the required standard.

To work closely with the Routine Manager and all Routine Site Supervisors to deliver effective operations for QRS.

This position description, reporting structure and duties and responsibilities may be altered by the Company from time to time after consultation with you where the changes are deemed substantial.

Demonstrates QRS Values

- Equality
all in, supportive, bring your skills, lead by example, no-one too big to help.
- Pride
In the job, the company, community and what we do.
- Respect
For the job, client, equipment, environment, each other, turn up on time, know your limits, respect our rules and policies.

Area of Focus	Expected Outcomes
18/02 Routine Project Management	<ul style="list-style-type: none"> To take responsibility and supervise Routine contracts, that includes planning, pricing, claiming and good communication with routine teams and sub-contractors. To co-ordinate/complete and ensure the approval and distribution of Quality Plans, Health & Safety Plans and Traffic Management Plans and Environmental Plans prior to any allocated routine contracts. To assist in developing and maintaining an all-faults program. To carry out any inspections required for Routine division. To conduct prestart up meetings to ensure every allocated work project has a scope of work that effectively and efficiently utilises

	<p>the labour, plant and material necessary to complete the work within budget, on time and to the required quality standard</p> <ul style="list-style-type: none"> • To ensure that all material, plant and labour are available to the Site Supervisors to achieve the agreed scope of work efficiently and effectively. • To provide direction and guidance to the Site Supervisors in their planning and organising of their daily workloads and to ensure each understands their Health and Safety obligations whilst undertaking any work. • Participate in weekly work forecast to ensure efficient coordination of plan and personnel for forecast works. • To be proactive in the identification and resolution of any technical issues relating to the allocated work packages. • To price and supervise any allocated minor works. • To ensure that Notices to Engineers (NTEs) are appropriate and applicable. • To ensure that Notice to Contractors (NTCs) are actioned and communicated as appropriate. • To ensure that all labour, plant and materials used on any project are accounted for and charged daily. • To ensure any variations are identified, documented, and approved in a timely manner to not impede work progress. • To ensure timesheet allocations are correct and presented for payroll on time. • To be a part of the on-call after-hours roster.
Financial Accountability	<ul style="list-style-type: none"> • To be accountable by ensuring that the projected profit for each allocated work package is achieved or bettered. • To prepare and submit approved project claims. • To ensure that all suppliers and subcontractors receive purchase orders.
Staff Management	<ul style="list-style-type: none"> • To manage the Site Supervisor Team effectively to achieve business objectives. • To provide clear leadership, support and motivation to empower team members and ensure staff are managed, coached and developed to maximise potential. • To manage staff effectively by a consistent approach to recruitment, training and development, performance management, capability and disciplinary issues and through open communication.
Health & Safety	<ul style="list-style-type: none"> • To provide support and give advice to Site Supervisors on the implementation of policies and procedures relating to health and safety, ensuring that legal requirements and good practice are observed and kept under review.

	<ul style="list-style-type: none"> • To conduct health & safety audits on a monthly basis, reporting non-compliance and leading and driving corrective actions that arise from audits. • To ensure all supervisors comply with QRS health and safety processes. • To promote health and safety best practice through leading by example, advising and coaching Site Supervisors. • To provide advice to the Site Supervisors on the identification of health, safety and environmental risks and developing and implementing a risk management process in order to reduce risk on all QRS sites. • Identify and document on the risk register risks identified as moderate and above and establish risk levels. • Identify appropriate risk mitigation measures. • To ensure any required PPE is used as required. • To ensure all incidents and accidents are reported to the appropriate person within the required timeframe.
Quality Assurance	<ul style="list-style-type: none"> • To ensure all administrative tasks associated with contract agreements are in place to achieve value for money from suppliers and economies of scale. • To ensure that quality documentation is always kept up to date and that audit trails are present to show continuous improvement. • To ensure that quality standards are continuously improved with a focus on 'getting it right first time'. • To ensure that the Operations Service Area is compliant with QA standards, ISO 9001:2015 and other relevant legislative requirements.
Continuous Improvement	<ul style="list-style-type: none"> • To identify and recommend improvements to increase operational efficiencies whilst adopting industry practice. • To maintain a future focus and work towards ensuring that operational services are aligned with QRS' corporate focus.
Networking and communication	<ul style="list-style-type: none"> • To establish and maintain effective methods of communication, consultation and negotiation with Site Supervisors, consultants and sub-contractors. • To establish and maintain relevant external networks.
Professionalism, Teamwork and Commitment	<ul style="list-style-type: none"> • To deliver a customer centred approach in all aspects of the role ensuring the needs of individual customers are fully met. • To contribute to the overall development of the section and aim to provide a high-quality service. • To take responsibility for projects as allocated by the Operations Manager. • To be a proactive role model at QRS by consistently demonstrating that QRS' values and behavioural styles are embedded within this position.

	<ul style="list-style-type: none"> To maintain confidentiality at all times in connection with work carried out. To carry out any other duties appropriate to this position; as necessary or as requested. To undertake appropriate training relevant to the position.
Other Duties	<ul style="list-style-type: none"> Other duties are performed as required in accordance with operational requirements Reporting requirements are consistently met Flexibility and willingness to perform a variety of tasks is demonstrated Adherence with standards and procedures is maintained at all times

PERSON SPECIFICATION

POSITION: Project Supervisor - Routine

Selection Criteria		Essential/Desirable E/D	Means of Assessment
QUALIFICATIONS:			
1.	A tertiary qualification in construction or related discipline	D	A/C
2.	Membership of relevant professional body	D	A/C
3.	Degree level or equivalent	D	A/C
EXPERIENCE:			
1.	Relevant industry experience	E	A/I
2.	Experience of planning and organisation workloads	E	A/I
3.	Experience in the tendering process	D	A/I
4.	Experience of managing staff	E	A/I
5.	Experience of planning and delivering continuous improvement initiatives, particularly people development, change management and developing and driving a positive health and safety culture	D	A/I
6.	Experience of health and safety within construction	E	A/I
7.	Experience of developing and implementing standard operating procedures	D	A/I
8.	Experience in interpreting legislation and industry requirements in order to advise on safe systems on work and standard operating procedures	E	A/I

9.	Experience of identifying health, safety and environmental risks and developing risk management frameworks	E	A/I
10.	Experience of planning and delivering continuous improvement initiatives, particularly in quality management and developing a 'right first time' approach to work	D	A/I
11	Knowledge of local roading network	D	I
SKILLS/COMPETENCIES			
1.	Understanding of financial accountability	E	A/I
2.	Ability to communicate verbally and in writing in a clear and positive way at all levels	E	A/I/P
3.	Strong interpersonal, relationship, influencing and negotiation skills	E	A/I/P
4.	Knowledge and understanding of health and safety law and transferring the knowledge back into the workplace	E	A/I
5.	Flexible in the approach to work to respond to the needs of internal customers	E	I
6.	A commitment to provide and improve service delivery to the customer	E	I
7.	Able to demonstrate credibility and presence within the Company and to be able to influence and collaborate with staff in a variety of situations	E	I
8.	Ability to plan and organise well, multi-task and deliver on promises	E	A/I
9.	To possess a sound judgement and a tactical and pragmatic approach to solving problems	E	I
10.	Word/Excel competent	E	A/I
11	Basic Math competent	E	A/I
12	RAMM competent	D	I
13.	Understanding of and commitment to equality and diversity	E	I
OTHER REQUIREMENTS			
1.	Ability to be flexible in approach to hours worked to attend networking, training events and meetings etc.	E	I
2.	Willing to take responsibility for own training and	E	I

	self-development		
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Means of Assessment	
A Application Form or CV	I Interview
P Presentation	W Written Exercise
S Skills Test	C Production of Certificates