

JOB & PERSON SPECIFICATION

Name		Job Title	Supervisor (Onshore Site Based)
Function Management	Head of Construction	Line Management	
Department	Construction		
People Management	NAECI Site Based Trades		
Role Summary			
Management and coordination of multiple site-based trades personnel working in accordance with NAECI terms and conditions. Support the overall delivery of company goals, objectives, schedule and shall ensure that all scopes of work are completed in a safe manner ensuring no detrimental impact to personnel, fabric or environment			
Work Environment			
Active, Site Based, lifting, computer use, operating machinery, noise			
Responsibilities			
Site Supervision and Operations - Oversee the day-to-day site activities to ensure project progress aligns with plans and schedules - Coordinate tasks and resources to meet project timelines and quality standards - Coordinate and monitor subcontractors, vendors, and team activities to ensure alignment with project specifications Health, Safety, Quality and Environment - Enforce strict compliance with QHSE regulations, company policies, and legal requirements. - Conduct toolbox talks, safety briefings, and regular inspections. - Identify potential hazards and implement corrective actions immediately. - Ensure safe working practices are being always employed across multiple work fronts - Responsible for overall quality and quantity of work undertaken by construction personnel - Undertake continuous quality assurance and control check at site to ensure all construction work is to the required standard - In the first instance, act as the initial on-site lead in the event of an incident, ensuring prompt communication and containment measures Team Supervision and Coordination - Supervise and direct the work of site personnel and contractors - Allocate responsibilities and ensure work is completed safely and efficiently - Support team development through training and mentoring Quality Assurance and Control - Read, understand and implement all applicable company / project policies, working practices and procedures, always ensuring that the scope is completed in accordance with company procedures, and to the highest standard of safety - Ensure all work is completed to a high standard and in accordance with applicable workpack / job card instructions, associated procedures and drawings / sketches - Ensure worksites are set up correctly and are in compliance with Site/Client based procedures and processes			

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- Ensure that all work is undertaken in accordance with Permit / Site requirements
- Ensure that all safety checks of tools and equipment are performed by the site construction team
- Undertake appropriate Risk Assessments (RA) in order to complete work scope in a safe and controlled manner

Reporting and Documentation

- Record and document all non-productive time at site
- Complete daily site construction reports for work of which they are responsible for ensuring these are to a high standard and provide a high level of detail

Resource and Material Management

- Ensure timely delivery and efficient use of materials, equipment, and tools
- Track and report on material usage and inventory levels
- Coordinate logistics for site deliveries and waste removal

Stakeholder Communication

- Take part in site toolbox talks and ensure that all personnel fully understand their and others roles and responsibilities during site work
- Attend meetings as and when required
- Attend and participate positively in training sessions and safety sessions
- Provide timely feedback to management of ongoing status or completion of the task

Other

- Responsible for ensuring professional development is maintained and identified competency requirements are undertaken in a timely manner
- Adherence to the company integrated management system
- Compliance with quality assurance, health and safety and environmental policies
- Demonstrate and promote PD&MS QHSE principles and lead by example
- Ensure unsafe activities are challenged
- Adherence to the requirements of the best practice standards recommendations and processes in the undertaking of duties, in particular, risk assessment and control, reliability and failure prevention necessary to ensure the safe design, provision and use of tools, equipment and systems
- Demonstrate and promote PD&MS values and lead by example
- Ensure direct report performance reviews are carried out within the required timescales (where applicable)

Authorities

- N/A

Skills & Attributes

- Good communication skills
- Good problem solving skills
- Comprehensive decision making skills based on sound judgement
- Excellent time management skills
- Team working and coordination
- Professional conduct

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- Good conflict resolution skills
- Safety aware and safety champion
- Ability to use own initiative
- Customer and quality focused
- Responsive to business and client needs
- High level of attention to detail

Competency Standards	M / P	Y / N / CE	Details
Time Served / Modern Apprenticeship approved by City & Guilds or NVQ/SVQ Level 3, and / or relevant and recognised technical qualification approved by an appropriate awarding body	M		
CCNSG Safety Passport	P		Mandatory if in lieu of IOSH
IOSH Managing Safely in the Engineering Construction Industry or IOSH Managing Safely in Construction	M		
Previous experience in a similar role	M		
Mechanical Joint Integrity Certificate- MJ110	M		Only if Mechanical or Pipefitter discipline
Abrasive Wheels Awareness Training	M		Only if Plater discipline
Relevant Welders Coding Certificate (Weld Procedure Specific)	M		Only if Welder discipline
Understanding and demonstrable experience of meeting requirements for Construction Completions certification	M		
Demonstrable experience in conducting Audits and Investigations including Permit to Work	M		
Understanding of Construction Industry Codes and Standards relevant to role	M		
Supervisory Skills training	M		
Exposure to People Management	M		
Reasonable written and spoken English	M		
M – Mandatory	P – Preferred	CE – Competency Evaluation	