

JOB DESCRIPTION

1. JOB DETAILS

JOB TITLE	General Labour Team Supervisor
REPORTS TO	Responsive Repairs & Gas Operations Manager
DIRECT REPORTS	Labourer
TEAM	Creating Enterprise
LOCATION	Creating Enterprise Operational Area
SALARY DETAILS	£20,533 per annum
HOURS	42 hours per week

2. PURPOSE

To coordinate the work of others on site and to undertake a range of duties to include fencing and ground works typically through a planned programme of works.

Providing feedback on progress and any issues to the Site Manager.

To lead and deliver a service with a commercial value for money approach and customer focus by doing things right first time and within the agreed budget and timescale.

3. DIMENSIONS Scale & Diversity

Work is based at any property or location in the ownership or responsibility of Creating Enterprise as directed by line manager.

Accountable for the up keep of their vehicle and any equipment, tools or materials issued, within your control.

4. MAIN ACCOUNTABILITIES

To carry out a range of multi-skilled (external work) tasks to any property assigned to you to the relevant quality standard, ensuring work is carried out within agreed targets and timescales.

To supervise the activities of a General Labourer, ensuring H&S compliance on site at all times, for example, contributing and implementing Safe Systems of Work, Method Statements and Risk Assessments.

To work safely at all times, following Risk Assessments, Method Statements (for example using correct PPE and appropriate access equipment when working at height etc) and raising any safety concerns immediately.



Using own initiative to forward plan, prioritise and source materials to ensure satisfactory completion of planned works schemes and maintain expected progress in line with agreed timescales.

To assist other trades and carry out any relevant preparation work.

To carry out any minor internal or external building repairs that is required.

To coordinate the removal of waste materials from site in accordance with Waste Management Plans.

To coordinate the provision of external services, for example, concrete and metal work suppliers.

To liaise with tenants, management and other trades in order to deliver a commercially viable, customer focussed building maintenance service that delivers high quality whilst demonstrating value for money.

Undertake diagnostic and inspection work to ascertain the nature of work and facilitation of completion. This includes feedback on measurements, follow on works and materials required to your Line Manager or Works Scheduler.

Comply with Health & Safety legislation and in accordance with Creating Enterprise's Health & Safety policy and procedures.

To ensure traffic management systems are employed to protect the general public, workers and any visitors to site.

Flexibility to work across any operational team as directed, for example, planned, responsive and property turnaround.

Operate and maintain tools in accordance with the manufacturer's instructions.

To provide regular updates to the workforce, delivering Toolbox Talks on a weekly basis and ensuring Health & Safety compliance on site at all times, for example, contributing and implementing Safe Systems of Work, Method Statements and Risk Assessments.

To ensure all operatives report into site and sign out at the end of each working day.

To liaise with the Site Manager to ensure that supply of material is in place on site in order for works to run in conjunction with the planned works programme.

To undertake equipment checks in line with the requirements set out in the health & safety plan and maintain appropriate related records.

To complete job sheets and schedules as required following set procedures.

To drive in a professional and courteous manner adhering to all road traffic regulations in relation to



driving, parking and loading.

To ensure that vehicles are kept in a roadworthy and clean condition at all times and complete daily/weekly safety checks, reporting any faults to line Manager.

To display a friendly, flexible, helpful and courteous attitude to colleagues, tenants and the general public.

Competently use a hand held device, on a daily basis, to receive and complete jobs where required.

To ensure properties or assets are left in acceptable levels of cleanliness after works have been carried out

Undertake diagnostic and inspection work to ascertain the nature of work and facilitation of completion. This includes providing feedback on measurements, follow on works and parts required to your Line Manager or Works Scheduler.

Comply with Health & Safety legislation and in accordance with Creating Enterprise's Health & Safety policy and procedures

5. CORPORATE ACCOUNTABILITIES

To actively support the overall delivery of Creating Enterprise's objectives to provide an excellent, innovative and truly customer focused service.

As a representative of Creating Enterprise, to, promote and maintain a positive attitude and image at all times.

To positively promote Creating Enterprise's values; constructively challenging traditional ways of working, contrary behaviour or comments.

To ensure feedback is actively sought in order to inform service improvement for customers and develop more efficient and effective ways of working.

To ensure compliance with Creating Enterprise's Standing Orders, policies and procedures.

To support the development, review and implementation of policies and procedures, in particular of:

- Health, safety and welfare initiatives
- Creating Enterprises' principles on Equality and Diversity
- Risk management initiatives
- Performance management practices

To utilise ICT technology and systems effectively by developing appropriate skills, adopting efficient business processes, and maintaining data securely and accurately.

To work collaboratively where required.

6. WORK CONTEXT (environment, type of equipment)

Work is very physical, requiring regular lifting and carrying. Work also requires the operation of hand, power tools and general plant. Required to regularly work in dirty properties occasionally handling hazardous materials, i.e. sharps (where Health & Safety permits).

The role is site based and there is a daily requirement to travel locally. Work carried out on-site in all weathers.

7. AUTONOMY AND DECISION-MAKING (limits and freedoms)



All decisions are made within very clear guidance of the line manager. Approval required from line manager to deviate from instructions.

8. COMMUNICATIONS (the main communications that take place, frequency, purpose and method)

INTERNAL	Cartrefi Conwy Responsive Repairs and Gas Operations Manager - Daily progress reporting and raising any on-site issues that require coordinator involvement. Creating Enterprise Site Manager – Weekly update
EXTERNAL	Tenants – Keeping tenant informed of daily work activity and progress.

9. AREAS OF COMPLEXITY (what provides most stretch)

Time restrictions to carry out daily list of activities.

10. AGREEMENT

Job Holders' Signature:

Date:

Line Managers' Signature:

Date:



Person Specification

FENCING & GROUNDWORKS TEAM LEADER

KNOWLEDGE AND EXPERIENCE	Essential / Desirable	How this will be assessed
An awareness of Health & Safety practices	Essential	Application/ Interview
Previous site supervision experience (fencing, pathways, waste removal, concreting etc)	Essential	Application/ Interview
Construction Skills Certification Scheme (CSCS) Card	Highly Desirable	Verification
Certificate in Manual Handling	Highly Desirable	Verification
Previous experience of commercial or large-scale fencing and concreting	Essential	Application/Interview
Previous experience of contributing to Health and Safety related documents (for example Risk Assessments and Method Statements)	Essential	Application/Interview
Strong understanding of H&S relating to construction, fencing, groundworks	Essential	Application/Interview
Ability to work flexibly	Essential	Application/Interview
Ability to use initiative and take responsibility	Essential	Application/Interview
Ability to meet deadlines and work to tight schedules	Essential	Application/Interview
SKILLS		
Ability to follow instructions and procedures	Essential	Application/ Interview
Good communication and customers service skills	Essential	Application/ Interview
Ability to work as part of, and lead, a team	Essential	Application/ Interview
Basic numeracy and literacy skills	Essential	Ability Test



Fit and able to carry out manual handling labouring activities	Essential	Verification
Ability to drive (to be a holder of a full driving licence)*	Essential	Verification
Welsh Language Skills	Highly Desirable	Application/ Interview
CORE VALUES		
Be innovative	Essential	Interview
Commit to quality	Essential	Interview
Do the right thing	Essential	Interview

Creating Enterprise are committed to Equality and Diversity in our activities

*** Where disability precludes, this will be reviewed with candidates at interview stage to ascertain if there are any reasonable adjustments that can be made to this requirement.**

