

### Person Specification

<b>Position Title</b>	<b>Site Supervisor (Clerk of Works)</b>
<b>Division / Section</b>	<b>Place Management / Roads and Transport Infrastructure</b>
<b>Service Area</b>	<b>Transport Contracts and Design</b>
<b>Responsible To</b>	<b>Principal Engineer, Transport Contracts</b>

### Person Specification

<b>Qualifications, training &amp; professional membership</b>	Educated to National or Higher National Certificate/Diploma level in Civil Engineering or A certificate to demonstrate a qualification in an appropriate trade with significant level of relevant experience.	Essential
	Member of the Institute of Clerks or Works.	Desirable
	Evidence of continuing professional development.	Essential

**The successful candidate will demonstrate evidence of the following experience, knowledge, skills and understanding. Evidence will be sought for selection purposes.**

#### **SERVICE DELIVERY**

Extensive experience of supervising and overseeing the construction of civil engineering projects to ensure that agreed specifications are met in full and that quality standards are achieved consistently;	Essential
Experience of inspections of roads and footways including their associated apparatus to assess their condition and safety, including identification of remedial works as required;	Essential
Experience of assessing the condition of roads assets;	Essential
Evidence of a strong performance focus;	Essential

Proven record of being able to work effectively with others and taking personal responsibility; Essential

Creative and innovative approach to problem solving, exhibiting a 'can-do' problem solving attitude; Essential

Extensive experience of the management of services through contractual relationships to deliver excellent value for money for the Council; and Essential

Experience of successfully working in a matrix management system working to ensure the effective achievement of service outcomes. Essential

#### **CUSTOMER FOCUS**

Extensive experience of delivering demonstrably customer-focused services tailored to meet known needs of local communities; and Essential

Excellent communication and interpersonal skills. Essential

#### **TECHNICAL / COMMERCIAL**

Experience and demonstrable competence in using specialist ICT asset management, works management and design systems; Essential

A detailed knowledge of methods of road construction and maintenance; Essential

Knowledge of the Edinburgh Street Design Guidance procedures and Designing Streets; Desirable

A detailed knowledge of the uses and capabilities of the road maintenance equipment and machinery; Essential

An awareness and understanding of technical specifications and developments in the road construction and maintenance industry; Essential

Experience in the use of personal computers and the Microsoft Office suite; Essential

Experience in the use of GIS; Essential

Ability to collate, input and retrieve data on computer systems, databases and registers and prepare performance reports for engineers and line managers for example GIS, defects database and Symology; and Essential

Must hold a valid UK driver's licence. Essential

### **TRAFFIC MANAGEMENT**

Experience of successfully managing the traffic implications of road works and events to minimise the disruption for road users and pedestrians; and Essential

Knowledge and experience of traffic management design to Chapter 8 of the Traffic Signs Manual. Essential

### **PARTNERSHIP & ENGAGEMENT**

Experience of stakeholder engagement / partnership working and networking with key stakeholders, e.g. citizens, voluntary sector, business communities, suppliers, utility companies, developers and other public agencies. Essential

### **LEGISLATION**

Knowledge of major legislative and other issues facing local government with a focus on achieving effective delivery of services at a time of significant change and financial challenges; Essential

Knowledge and demonstrable experience of working in accordance with the Road (Scotland) Act 1984; Essential

Knowledge and demonstrable experience of working in accordance with the Road Traffic Regulation Act 1984; Essential

Working practical knowledge and demonstrable experience of operating within the requirements of the Essential

Scottish Road Works Commissioner as set out by the New Roads and Street Works Act 1991; the Roads (Scotland) Act 1984 and the Transport (Scotland) Act 2005;

A detailed knowledge of health and safety legislation in relation to the road construction and maintenance industry; Essential

Knowledge and demonstrable experience of operating in accordance with the Health & Safety at Work Act 1974 and Construction (Design and Management) Regulations 2015; and Essential

Knowledge and Understanding of Codes of Practice for Safety at Street Works, Inspections Code of practice and Reinstatements Code of Practice. Essential

## Our Behaviours

**Applicants will also be measured against the following behaviours as per the Council's Our Behaviours Framework.**

### Respect

Listen to opinions, react positively to appropriate requests and work through disagreements calmly and politely to find solutions.

Treat others fairly, understand that everyone is equal and see the benefit of learning from others

Get to know and understand others, build good relationships and recognise the contribution that everyone brings

Look out for others and are ready and available to help when needed

Show compassion and kindness and think about the impact of our body language, words and actions upon others

Take care to make others feel comfortable and included and give them a chance to be heard

Understand that everyone matters, show patience and are open and honest

## **Integrity**

Work together, are helpful and gain the trust and support of others  
Behave ethically, bring our best each day and set a positive example for everyone

Accept that mistakes happen, avoid blame and work with others to resolve and learn from them

Speak up and acting with courage when faced with challenging situations affecting ourselves

Are willing to create the right outcomes for our residents, colleagues and city

Take responsibility for individual actions, follow through with commitments and trust others to do the same

Seek relevant support and guidance when a situation is unclear or could negatively impact on people or the organisation

Take decisions and actions that will help create a greener, more sustainable, fairer and prosperous city

## **Flexibility**

Look for improvement, are open to feedback and are willing and determined to try different ways of working

Recognise that different opinions are important and consider a range of ideas from everyone that reflect current circumstances

Accept that change happens all the time and it can help us learn, grow and improve

Give time to help others and understand the value our support can give

Look for positive ways to make change work and view it as a useful opportunity

Find straightforward, effective and sustainable ways to get things done

Work together with different colleagues to help everyone achieve their goals

Make the effort to listen to and connect with others

