**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:** Trainee Supervisor (Highways) | **Grade**: OSSR (OS29 – OS32) £29,901 – £32,496 plus end of year profit share.**Note: (Start OS29, then to OS32 on completion of training period. (Est 1year)** |
| **Section:** Direct Services Organisation | **Directorate:** Environment and Community Services |
| **Responsible to following manager:**Contract Supervisor (Highways) | **Responsible for following staff:**Highway Works Staff |
| **Post Number/s:** | **Last review date:** November 2021 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose:**

Responsible to the Contract Supervisor (Roads) and carries out appropriate duties to ensure the effective and productive day-to-day operation of tasks carried out on the public highway by the Highways Section.

**Specific Duties and Responsibilities:**

1. Regular duties will include:-
* Supervision of Highway operatives
* Preparing / programming of works
* Ordering of materials
* Collating of timesheets / work sheets / bonus sheets
* Efficient record keeping and continuous updating
* Checking of completed jobs, measuring / scheduling ready for invoicing
* Checking of plant and equipment, allocating to operatives, booking in for repairs and servicing
* Monitoring and recording of vehicle usage, allocating to operatives, booking in for repairs and servicing
* Ensuring all operatives comply with Health and Safety procedures
* Ensuring all operatives comply with Council procedures
* Reporting to Supervisors any non-compliance by operatives
* Work with others in emergency situations / out of hours when required
* Work with others during Winter Maintenance / out of hours when required
* Any other duties as requested by Contract Supervisor.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

To be on standby /call out for Winter Service Provision and civil emergency response.

Provide support as required in the day-to-day supervision of Richmond’s depot arrangements, including the assessment of Health and Safety, preparation and implementation of improvement programmes.

**Current team structure**

**Person Specification**

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**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by A &**  **I/ T/ C (see below for explanation)** |
| **Knowledge**  |
| An understanding of Health and Safety at Work Act | I |
| Understanding of the Council’s requirements in respect of demonstrating a courteous manner towards all members of the public and Council employees | I |
| **Experience**  |
| Previous experience in Highways works | I |
| **Skills**  |
| Ability to supervise staff | I |
| Must be self-motivated and an effective team player | I |
| Proven numeracy and literacy skills | I/T |
| Must be able to demonstrate a basic understanding of computer programmes, e.g. Word and Excel | I |
| Effective communication and interpersonal skills | I |
| Enthusiastic and willing to learn | I |
| Must be able to work late or early hours and /or weekends when the need arises | I |
| Must be able to participate in emergency call-out rota and winter gritting standby rota | I |
| **Qualifications** |

**A – Application form**

**I – Interview**

**T – Test**

**C – Certificate**