



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Contract Supervisor (Highways)	Grade: PO3 - £42,429 - £49,638 36 hour week
Section: Direct Services Organisation	Directorate: Environment and Community Services
Responsible to following manager: Senior Contract Supervisor (Highways)	Responsible for following staff: Skilled Roadworkers
Post Number/s: RWE3101	Last review date: October 2024

Working for the Richmond/Wandsworth Better Service Partnership

This role is employed under the Better Service Partnership between Richmond and Wandsworth Councils. The overall purpose of the Better Service Partnership 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 Better Service Partnership 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 Senior Contract Supervisor to assist in the day-to-day management of the Traffic and Street Lighting/Highways Section, including supervision of the workforce.

Specific Duties and Responsibilities:

1. To provide effective supervision of operatives, agency staff and contractors working on behalf of the Traffic and Street Lighting/Highways Sections.
2. Responsible for supervising all aspects of routine and non-routine maintenance and installation works carried out by the section on the boroughs' road networks. You will be required to cover all aspects of maintenance, installation/removal of Lamp



Columns, installation/removal of all street furniture, cleaning/maintenance of road gullies. All aspects of Masonry/Asphalt work on the Highway.

3. To organise and issue works, materials, vehicles, tools, plant, and PPE to operatives.
4. To monitor and accurately record regular maintenance of vehicles, plant, and equipment.
5. To carry out daily site checks, ensuring works are carried out safely, efficiently and cost effectively.
6. To continually monitor works and carry out Risk Assessments, Health and Safety checks and quality inspections ensuring that issues are addressed, and accurate records are kept.
7. To perform administration duties associated with the works from commencement to completion, including timesheets, measurements, scheduling, and invoice submission.
8. Ensuring that all works carried out by the section comply with the relevant legislation regarding NRSWA (New Roads and Street Works Act) 1991 and LoPS (London Permit Scheme) standards.
9. Ensuring that relevant Health and Safety legislation and Council policies and procedures are complied with.
10. To advise and support management on relevant service and operational issues.
11. To assist as required with the management of budgets, including ensuring that all necessary processes and procedures are carried out in a timely and effective manner.
12. To assist management with performance reviews and improvement measures on an ongoing basis to ensure that processes secure the highest quality and value for money function.
13. To support Management in representing the BSP, and where appropriate customers, in dealing with external organisations.
14. To support management in other areas of the section's responsibility as and when required.
15. To assist management to ensure that all Members queries about service delivery are dealt with promptly and effectively.
16. To assist management with change programmes within the service.



17. To ensure that the services for both Councils are dealt with on an equitable basis to deliver the standards required for each, as agreed annually by the Executives of both Councils.
18. To assist in the motivational leadership of staff, providing a visible presence to the workforce and promoting a good working environment with the primary aim of delivering high quality services.
19. To undertake any other duties as directed by management within the Operational Services division to ensure the organisation's compliance with contractual obligations.
20. To undertake all duties involved with Gully Maintenance, from applying for road suspensions, creating gully spreadsheet and programmes, and attending meeting with engineers. Aswell as checking gullies on site once work is complete.

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 BSP'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 Better Service Partnership 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.

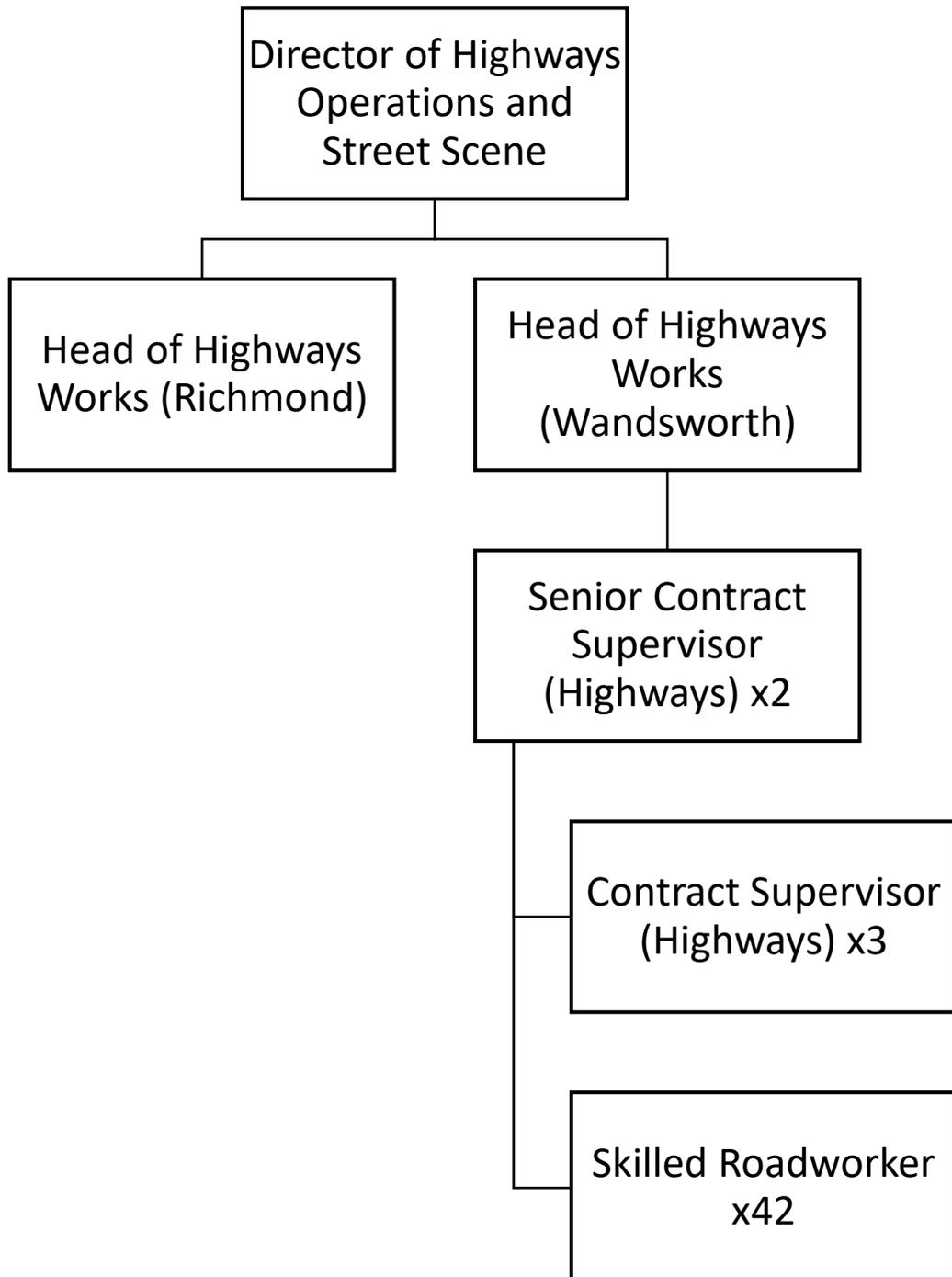
Additional Information

- To participate in the out of hours standby /callout rota for Winter Service Provision and civil emergency response.



- Provide support as required in the day-to-day supervision of both Richmond and Wandsworth depot arrangements (where necessary), including the assessment of Health and Safety, preparation and implementation of improvement programmes.

Current team structure





Person Specification

Job Title: Contract Supervisor (Highways)	Grade: PO3 - £42,429 - £49,638 36 hour week
Section: Direct Services Organisation	Directorate: Environment and Community Services
Responsible to following manager: Senior Contract Supervisor (Highways)	Responsible for following staff: Skilled Roadworkers
Post Number/s:	Last review date: October 2024

Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Extensive knowledge of Street Lighting, Traffic, and Highways	X		I
Extensive knowledge and understanding of Health and Safety Legislation and requirements in connection with works on the highway	X		
Extensive knowledge and understanding of the New Roads and Streetworks Act and where it applies to the role of the section.	X		I
Experience	Essential	Desirable	Assessed
Experience of managing, motivating and developing staff to achieve high productivity and effective standards of service	X		
Proven experience in effective control and discipline of the workforce and instigating the Council's Codes of Conduct and Performance as necessary	X		
Experience in carrying out Risk Assessments and implementing relevant recommendations	X		
Experience of appropriately allocating / supervising staff resources and monitoring quality of work	X		
Experience in accurately monitoring and recording: costs, measurement of works, preparing claims and submitting invoices	X		
Experience of successfully managing change when necessary	X		
Experience of appropriately managing budgets and allocating staff resources	X		
Experience in managing and / or assisting with daytime and out of hour's emergency situations and winter maintenance procedures		X	I
Skills	Essential	Desirable	Assessed
Effective oral, written and presentation skills to provide clear and concise communications and reports in a variety of internal and external contexts	X		I
Allocating staff and physical resources such as items of equipment/materials	X		I
Significant experience of using standard IT packages to an advanced level as required for the role. This may include report writing (Word), presentations (PowerPoint) and manipulating statistical data (Excel)	X		I



Ability to provide advice and guidance to both staff and clients in relation to highways works	X		I
Qualifications	Essential	Desirable	Assessed
NRSWA (Supervisory level).		X	C

A – Application form

I – Interview

T – Test

C – Certificate