

Job Description

Job title	Production Team & Site Supervisor
Reports to	Operations Manager
Responsible for	Production & Construction Team

Job Purpose

The Production Team & Site Supervisor is an operational role with responsibility for the planning, implementation and monitoring of Bennamann production projects, including the leadership and management of the construction teams and on site health & safety issues

Duties and responsibilities

- **Operational responsibilities**
 - Liaise with the Operations Manager, Programme Manager and site contacts to assist in the planning of the work programme
 - Co-ordinate, implement and maintain the phases and operations on Bennamann production projects from set up to completion.
 - Co-ordinate and be actively involved in activities for Bennamann Production Teams and Sub Contractors.
 - Co-ordinate deliveries of materials to Bennamann sites.
 - Co-ordinate delivery and availability of plant and equipment for projects.
 - Manage and deliver the smooth integration of projects
 - Ensure effective health & safety and quality assurance and compliance with relevant regulations in the the delivery of projects.
 - Manage risks to the programme's successful outcomes through ensuring solid risk assesment, contingency planning and management of products and tools
 - Ensure there excellent communication between and across teams so that information is clear and relevant
 - Maintain a good working relationship with colleagues and peers, reflecting Bennamann values
- **Peer group /cross team liaison**
 - Create and maintain focus, delivery, enthusiasm and momentum of all projects within the progamme.
 - Maintain a good working relationship with colleagues and peers, reflecting Bennamann values
- **Reporting & communicaiton**
 - Effectively report the progress of the work programme at regular intervals to the Operations Manager
 - Effectively communicate the intentions and deadlines of the work programme to the Production Team
- **Management of team**
 - Build and maintain strong working relationships with managers and across all Production Teams.
 - Supervise activities while working alongside the Production Teams and subcontractors.
 - Effective leadership, development and management of team from recruitment to performance management, development and progression
 - Motivate and encourage team members at all times and deal with both excellent and poor performance appropriately

- To support regular team briefings to keep everyone informed on strategy progress, performance and communicate important information
 - Support in identify training requirements that will improve the skills level of team
 - Conscientious and caring manager, adhering to all people process including induction, probation and performance reviews
 - Resolving problems and implementing improvements
- **Team**
 - Proactive member of motivated and engaging team
 - Participate actively in team meetings and proactive in own review and development
 - Work closely with Operations Manager, H&S Manager and Production Team members to ensure adherence at all times
- **H&S**
 - Responsible for own H&S and that of your direct reports, adhering to company guidelines at all times.
 - Ensuring that appropriate Risk Assessments and Method Statements for all site works are in place and understood by the team, contractors and visitors to site
 - Ensuring appropriate site rules and welfare facilities are in place
 - Prepare and presenting site inductions, safety briefings and toolbox talks
 - Ensure all necessary PPE is available for Production Team and visitors to site
 - Carrying out regular inspections to ensure compliance with relevant legal requirements, processes and procedures
 - Raising safety concerns at the appropriate level
 - Organising and overseeing external inspections, such as with a health and safety inspector
 - Providing emergency first aid if required

Person Specification

ATTRIBUTES	ESSENTIAL (must have these skills or experience)	DESIRABLE (...but prepared to train or develop in these areas)
Relevant Experience Work and non-related work experience relevant to the job and organisation	Technical/Operational Proven experience in large scale & multiple project management. Experienced in multiple production and construction environments, specifically construction design management and construction phase plans Able to quickly learn, adapt to, and develop new production and construction techniques Business Acumen Procurement and supplier negotiation skills	Health & Safety – understanding and prior involvement in Risk Assessments, Method Statements and the management of H&S issues on site

	<p>Leadership & Management</p> <p>Effective leadership, interpersonal and communication skills</p> <p>The ability to build rapport and respect and to create a sense of community amongst the members of the construction teams</p> <p>Sufficient seniority and credibility to advise project teams on their projects in relation to the work programme</p>	
<p>Education/ Training Specific qualifications and or training</p>	<p>Minimum Gold CSCS card (level 3/4 NVQ Construction Management)</p> <p>CITB Site Supervision Safety Training Scheme (SSSTS) Certificate</p> <p>Computer Literate (MS office)</p>	<p>CAD – Autocad / Solidworks</p> <p>Microsoft Project</p> <p>H&S training/qualifications</p>
<p>Qualities, knowledge & skills</p> <p>Personal skills, qualities, behaviour, most of these will be essential as many of these cannot be trained</p>	<p>An empathy and affinity with the Bennamann company values:</p> <ul style="list-style-type: none"> - Safe and Reliable - Value customers, value the environment, value the team - Profit with integrity - Revolutionarily creative - Passionate, with a can-do attitude <p>Able to remain calm under pressure</p> <p>Deadline driven with attention to detail and specific focus on Health & Safety</p> <p>Teamwork skills with the ability to lead and motivate others as well as be an operational and supportive team member</p> <p>Effective communication skills, across all methods of communication.</p> <p>Well organised with good time management / Multi tasking skills</p> <p>Strong ability to find ways of solving or pre-empting problems</p> <p>Presentable, with the ability to be a positive representative for Bennamann in relationships with customers and suppliers / contractors.</p>	



European Union

European Regional
Development Fund

Additional factors Working conditions/hours, ability to drive, any special working conditions (e.g. gas handling)	Full driving license, ability to travel between sites Flexible working hours to meet deadlines while working within the constraints of the weather Occassional out of hours work to deal with emergencies or key issues	
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To apply please send cv and cover email to: people@bennamann.com