

Section 1 – General Information	
Job Title	Project Supervisor
Grade	Level 6
Job Family (Staff roles only)	
Business Unit e.g. ET	Electricity Transmission
Department e.g. Network Engineering	New Infrastructure
Job title & grade of Line Manager	Senior Project Manager Band D
Date of profile	April 2021

Section 2 – Job Purpose
<p>To enact the role of Site Supervisor / Engineers Representative on behalf of the client across one or more construction sites.</p> <p>To ensure that the site-based construction activities across National Grid are efficiently managed in accordance with National Grid policies and procedures.</p>

Section 3 – Key Accountabilities
<ul style="list-style-type: none"> • Ensure that the Principal Contractor (PC) is pro-active in discharging his duties under the CDM regulations, not least in managing all safety aspects of the construction-based activities • Ensure the facilitation of regular site safety walks, holding coordination meetings with all contractors on site, ensuring that access/egress to the site is controlled and maintaining a site log/diary. • Review the suitability of Risk Assessments and Method Statements. • Ensure the PC is proactive in holding Site Progress Meetings and issues minutes of these Meetings. • Support Quality Assurance monitoring across the Major Project • Enacting the role of Employers ‘Supervisor’ under NEC contracts. • Issue site instructions following agreement from the EPC Project Manager and authenticate any record sheets issued by the Principal Contractor. • Ensure that a drawing documentation system is established on site, which clearly indexes drawings logged and filed in specific sections. • Maintain the system throughout with the latest working drawings/revisions clearly noted and drawings filed to ensure they are readily available.

Section 4 – Knowledge, Experience and Technical Know How
<p>Interpersonal, Supervisory or Management</p> <ul style="list-style-type: none"> • Good interpersonal and communication skills <p>Technical or Specialist</p> <ul style="list-style-type: none"> • Awareness of Project Management skills including management of risk for delivery of projects to scope, time, cost, quality, safety and security of supply. • Awareness of Contract management within fixed price and target cost contracts. • Good understanding of Safety and Environmental legislation and practices and policies. • Good knowledge of CDM Regulations. • Previous experience of project site management capability of working to deadlines and in a contracting environment.

Section 5 – Financial Control - Experience Required

Section 6 – Qualifications

Essential (at appointment):	Essential to have a current full UK driving licence.
Essential	HNC / HND or equivalent experience in an engineering and or construction discipline
Desirable:	NEBOSH or IOSH or SMSTS Formal training in the following areas: Construction H&S, CDM, Risk Assessment & Method Statements, Environmental, Duty of Care and Waste Management, Contract Terms and Conditions.

Section 6 – Job Dimensions

Direct Budget	0
Indirect Budget	0
Direct Reports	0
Indirect Reports	0