



TRINITY HOUSE

## ROLE PROFILE

### INSTALLATION SUPERVISOR

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#### JOB PURPOSE

Responsible for the application of the CDM regulations for nominated capital and revenue projects undertaken by Trinity House, as well as planning and managing the delivery of components, resources, logistics, documentation etc. to site during the construction phase.

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| <b>KEY RESPONSIBILITIES</b> | <b>Construction, design and management</b> | <ul style="list-style-type: none"><li>▪ Provide the pre-construction information and the construction phase plan prior to start of the construction work, ensuring it is implemented and updated as the project progresses.</li><li>▪ Ensure safety through design by attending and contributing throughout the design phase.</li><li>▪ Plan, manage and monitor the construction phase ensuring it is carried out without risks to health or safety.</li><li>▪ Facilitate good communications between all stakeholders during the construction phase.</li><li>▪ Ensure the site management is adequately resourced, judged against the level of risk and activity.</li><li>▪ Ensure all contractors are provided with the requisite information about the project to enable them to carry out their work safely and without risk to health.</li><li>▪ Act as contact between Site team and Project team during the construction phase for risk, issues and changes.</li><li>▪ Review and propose changes to technical designs.</li><li>▪ Assist the Principal Contractor in his statutory duties for internal projects.</li><li>▪ Provide the Project Manager with information relevant to the Health and Safety file.</li><li>▪ Ensure the site is set up as defined in the Construction Phase Plan.</li><li>▪ Plan delivery of all equipment to site to meet agreed project time scales and demands.</li><li>▪ Carry out site inspections to monitor and track progress and audit site Health and Safety arrangements throughout the construction phase.</li></ul> |
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|                           |                                            | <ul style="list-style-type: none"> <li>▪ Collate and assess the site diary sheets and action all points raised.</li> <li>▪ Responsible for the procurement and maintenance of a number of service “Installation kits” that include installation consumables and tools.</li> <li>▪ Responsible for installation tools, ensuring they are regularly inspected, tested and calibrated.</li> <li>▪ Ensure site supervisors are briefed and carry out their role and responsibility according to the site supervisor's presentation and the construction phase plan.</li> </ul> |
|                           | <b>General duties</b>                      | <ul style="list-style-type: none"> <li>▪ Manage health, safety, environmental and quality management procedures, including relevant emergency procedures.</li> <li>▪ Act as Engineering and Operations H&amp;S liaison to the H&amp;S department.</li> <li>▪ Undertake additional tasks and responsibilities as assigned or necessary, within the scope of the role.</li> </ul>                                                                                                                                                                                            |
| <b>ENTRY REQUIREMENTS</b> | <b>Skills and experience</b>               | <ul style="list-style-type: none"> <li>▪ An experienced CDM &amp; Safety practitioner within an engineering or marine environment able to work unsupervised.</li> <li>▪ The experience and ability to perform the task including “constructability”, to recognise personal limitations, task related faults and errors and to identify appropriate actions.</li> <li>▪ Experience of general supervision of colleagues and junior employees.</li> <li>▪ A clear understanding of the application of CDM regulations.</li> </ul>                                            |
|                           | <b>Qualifications</b>                      | <ul style="list-style-type: none"> <li>▪ A level 4 qualification in an engineering or civil engineering discipline.</li> <li>▪ A level 3 Health &amp; Safety qualification, level 4 desirable.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                  |
|                           | <b>Professional Competencies (UK-SPEC)</b> | <ul style="list-style-type: none"> <li>▪ Knowledge and understanding</li> <li>▪ Design, development and solving engineering problems</li> <li>▪ Responsibility, management and leadership</li> <li>▪ Communication and interpersonal skills</li> <li>▪ Personal and professional commitment</li> </ul>                                                                                                                                                                                                                                                                     |