



Role Profile

Role title	Working Foreman – Environment Operations
Business Division	Highways and Environment
Grade	Spot
Reports to (role title)	Area Manager
Version	1.2
Job code	000229

Approving Manager	Andy James
Approving Business Divisional Head	Andy James
Approving Director	Dominic Bostock
Date	December 2021

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Role purpose

To safely plan, procure, manage, control and undertake complex works at multiple sites requiring significant technical and practical knowledge and skills in the delivery of CORMAC's operational services.
To be responsible and accountable for all such tasks delivered within the post-holder's jurisdiction.

Dimensions

Annual financial accountability
Management of appropriate labour and plant resources and the placement of orders for required materials for schemes valued in excess of £50k
Direct accountability for the following roles
The postholder will supervise teams of Chargehands and Operatives carrying out complex works, potentially across multiple sites. Also, the supervision of sub-contractors as required and appropriate.
Total number of employees that report to the role (directly and indirectly)
6 or more depending upon the type and nature of the works supervised.
Other key statistics
CORMAC Solutions Limited working with Cornwall Council are responsible for: - 7297km of road network - Structures – 1500 bridges and 1200 retaining walls - Turnover of £133m £50m value of the Term Contract 50+ Sub-contractors managed - Depots – 3 major, 10 satellite, 150 chipping bays 120 Schools and Fire Stations served (cleaning, catering, landscaping and grounds maintenance) 80% recycling and composting rate. 6 Aggregate recycling bank locations 4300km of footpaths and bridleways 200km multi use trails 350km of coastal footpath 6% of the County open to public access.

Context

CORMAC Solutions Ltd is one of the most highly regarded, trusted and well-known companies in the South West. CORMAC is committed to contributing to sustainable economic growth, resilience and safer communities in Cornwall. We are a wholly owned Cornwall Council company that has successfully been trading in the open market for a number of years. With a turnover of approximately £100m pa and employing some 1600 fulltime staff, we are considered to be a major employer in Cornwall.

CORMAC provides highway and environmental design and maintenance services, construction of major highway schemes, surfacing and facilities management services including property maintenance, cleaning and caretaking services. CORMAC also provides fleet management and maintenance, quarried stone and aggregates and laboratory services. We deliver these services to Cornwall Council, other public bodies and a portfolio of private clients including major civil engineering contractors and consulting engineers. CORMAC is committed to safeguarding and is an equal opportunities employer.

Accountabilities

- The supervision of sub-contractors, multiple gangs undertaking a variety of works across a defined geographical area.
 - To plan, co-ordinate, organise, manage, control and undertake complex manual tasks requiring significant technical and practical knowledge and skills.
 - To interpret Client specifications into deliverable works package, ordering specialist plant, materials, equipment and engaging/ appointing suitable contractors.
 - To accurately price and quote works competitively, ensuring that financial targets are met.
 - To supervise sub-contractors undertaking complex manual tasks.
 - To lead and work alongside operational staff to support delivery and achieve targets, coaching and mentoring junior staff.
 - To be responsible and accountable for all Health and Safety compliance on sites under the post holders control including use of appropriate PPE.
 - To assist in the development of, and ensure compliance with, risk assessments and to ensure that all relevant procedures are adhered to.
 - To actively challenge unsafe practice and be responsible for stopping works if necessary.
 - To assist in setting performance goals and achieve safety, productivity and financial targets as agreed at regular reviews.
 - To manage individual performance providing support and intervention as required.
 - To ensure that all safety incidents, including near misses, are reported in a timely and comprehensive manner.
 - To ensure that all environmental policies and procedures are observed and that any environmental incidents are reported in a timely and comprehensive manner.
 - To effectively communicate with staff including the delivery of daily pre-start briefings, the content of risk assessments and any other relevant information.
 - To check that the appropriate training certificates / cards / tickets are up to date for the activity being carried out
 - To ensure that accurate records and reports are completed on time, to include measures, timesheets and any other documentation as required.
 - To take responsibility for the company's assets, for welfare and depot / site cleanliness and general housekeeping
 - To drive / operate vehicles and plant.
 - To participate in the out of hours rota and to respond to unforeseen or emergency situations as required.
- Perform other duties as from time to time may be reasonably required.

Key objectives for the next 12 months

- To work with the Area Manager to develop embed the new Area Based Delivery structure
- To attend and engage with the training programme specifically developed for this role.
- To achieve set targets of health and safety, productivity, efficiency and financial performance.

Competencies and other requirements

We use the following criteria below to assess your suitability for the role; please refer to the recruitment & selection column to establish at which stage the criteria are assessed.

Requirements assessed at the 'Application' stage represent the minimum essential requirement for shortlisting purposes

Behavioural Competencies	Recruitment and selection
Making Safety First This is about ensuring safety is at the forefront of everything we do and embedded throughout the business, enabling CORMAC to be recognised as a proactive leader in risk management and contributing to our aspiration of Zero Harm for everyone involved with, or affected by our work activities • Ensure clarity of instruction and briefing of required safe standards for every job • Lead from the front in demonstrating safe working practices and never 'walking-by' • Supports team, ensuring all work equipment and PPE is available before work commences • Being open to alternative suggestions on safe working and encourages open communication with team and management	Interview
Positive This is about contributing to good working relationships and team effectiveness, so that the collective performance is greater than the sum of each individual's effort, whilst recognising the contribution each team makes to CORMAC's business objectives. This is seen by: • Putting own priorities to one side if necessary to support the greater need of the team • Challenging decisions where they crucially affect the interests of the team or business • Making suggestions for improving own or others' work • Raising difficult issues with colleagues to improve relationships or address misunderstandings	Interview
Collaborative This is about contributing to the business and inspiring others to learn and develop whilst accepting challenges, especially in times of change. This is seen by: • Encouraging and supporting individuals, even when results could have been better • Giving individuals ownership of their work rather than controlling everything • Willingly accepting responsibility for challenging goals and targets • Promoting effective working during change by coaching and encouraging experimentation	Interview

Trusted This is about contributing to good customer (including client) relationships and working with and engaging our partners and communities to support local aspirations. This is seen by: • Asking questions of and listening to customers to gain a deeper understanding of their needs • Trying to resolve problems or complaints • Proposing solutions for customers which are mutually favourable • Successfully persuading colleagues and/or customers of the benefits of doing the right thing	Interview
Innovative This is about contributing to the ongoing success and development of CORMAC's business, by growing and innovating for long term sustainability. This is seen by: • Delivering priorities without compromising long term objectives • Considering the impact of social, environmental, economic, political and technical factors in decision making • Actively looking for and initiating efficiencies and achieves savings • Innovating and developing new ways of delivering solutions	Interview

Knowledge, skills and experience	Recruitment and selection
Good working knowledge of the company's Health & Safety policies and procedures and their application	Interview
Significant technical and practical knowledge and skills in line with the management and delivery of a broad range of complex manual tasks	Application Form Interview
Experience of contract documents and works specifications.	Application Form Interview
Demonstrable experience in, and the supervision of, the operation of powered hand tools, plant and machinery requiring specialist training and skills.	Application Form
Demonstrates good verbal communication skills and an ability to communicate effectively with peers, client representatives and members of the public	Interview
Proven ability to resolve problems and the ability to react to changing situations and deadlines	Application Form Interview
Ability to interpret and work to detailed plans and to carry out complex setting out activities.	Interview
Ability to supervise specialist and routine sub-contractors	Interview
Good numeracy, and literacy and basic IT skills	Application Form Interview
Good organisation and planning skills	Application Form Interview
Ability to work on own initiative with the minimum of supervision	Interview

Other requirements	Recruitment and selection
Full driving licence	Application Form

CITB Health & Safety qualification or the ability to achieve such.	Application Form
CSCS Registration or demonstrable equivalence	Application Form
NVQ2 in a related subject or equivalent relevant experience.	Application Form
When required, working additional hours as may be reasonably required to ensure that levels of service are maintained. This may involve undertaking winter maintenance, emergency out of hours duties, weekend and/or night-time working.	Interview
This position can be physically demanding, and candidates should possess resilience particularly with regard to adverse weather conditions	Interview
Undertaking winter maintenance and/or emergency out of hours duties	Interview
This role has been identified by the organisation as safety critical	YES
This post is subject to overtime (where approved/appropriate)	YES
This post is subject to the Company's Flexitime Scheme	NO
This post is subject to a criminal records disclosure check	NO
This is a politically restricted post	NO

Structure chart



