**Role Profile**

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| **Role title** | Working Foreman Highways (Structures) |
| **Business Division** | Highways |
| **Grade** | Spot |
| **Reports to (role title)** | Site Agent/Area Manager |
| **Version** | 1.0 |
| **Job code** | 000628 |

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| **Approving Manager** | Jim Driscoll |
| **Approving Business Divisional Head** | Andy James |
| **Approving Director** | Dominic Bostock |
| **Date** | October 2025 |

**Note: This post is a 45 hrs/week contract**

If you would like this information in another format please contact:

**CORMAC Head Office**

**Western Group Centre**

**Radnor Road**

**Scorrier**

**TR16 5EH**

Telephone: **01872 323313**

Email: [cormaccustomerrelations@cormacltd.co.uk](mailto:cormaccustomerrelations@cormacltd.co.uk)

**[www.cornwall.gov.uk/cormac](http://www.cornwall.gov.uk/cormac)**

**Role purpose**

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| To safely 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**

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| **Annual financial accountability** |
| Management of appropriate labour and plant resources and the placement of orders for required materials for schemes valued up to and in excess of £100k |
| **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**

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| 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**

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| * The supervision of multiple gangs undertaking a variety of works across a defined geographical area. * To organise, manage, and control and undertake complex manual tasks requiring significant technical and practical knowledge and skills. * To work alongside operational staff as required to support delivery and achieve targets, coaching and mentoring junior staff as required. * 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 assist the Site Agent with HR duties as and when required. * Perform other duties from time to time may be reasonably required. |
| **Key objectives for the next 12 months** |
| * To attend and engage with the training programme 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*

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| **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 |

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| **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 |

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| **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 nigh-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) **45 hrs/wk contract** | **NO** |
| 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**