

Role Profile

Role title	Chargehand 2
Business Division	
Grade	TBC
Reports to (role title)	
Version	1
Job code	

Approving Manager	
Approving Business Divisional Head	
Approving Director	Dominic Bostock
Date	February 2019

Cormac Head Office
Western Group Centre
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Scorrier
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Role purpose

To safely undertake, generally as part of a team, a range of (manual) tasks requiring some specific skills in the delivery of CORMAC's operational services.
To be responsible for the supervision and decision making relative to the carrying out of these tasks

Dimensions

Annual financial accountability
Management of appropriate labour and plant resources and the placement of orders for required materials for schemes valued up to £25k
Direct accountability for the following roles
Typically up to 4 Operatives in a team(s).
Total number of employees that report to the role (directly and indirectly)
Up to 4
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

- To undertake a range of manual tasks requiring some specific skills.
- To supervise staff undertaking a range of manual tasks requiring some specific skills
- To ensure the safety of yourself, colleagues and the public
- To use appropriate personal protective equipment (PPE) and ensure that those being managed use PPE appropriately.
- To ensure the safety of co-workers and that appropriate procedures are followed.
- To be responsible for stopping works and actively challenging unsafe practice
- To report safety incidents including near misses
- To ensure that good environmental practices are observed
- To deliver daily pre-start briefings
- To check that the appropriate training certificates / cards / tickets are up to date for the activities being carried out
- To ensure that accurate records and reports are completed on time.
- To complete site specific (point of work) risk assessments for a wide range of manual tasks and to ensure that they are communicated to staff and adhered to.
- To take responsibility for the company's assets, for welfare and depot / site cleanliness and general housekeeping
- To drive / operate vehicles and plant.
- Perform other duties as from time to time may be reasonably required.
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Key objectives for the next 12 months

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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
Working knowledge of the Health & Safety at Work Act and its application	Interview
Ability to achieve CSCS Registration or equivalent in a related area	Application Form

Ability to achieve NVQ2 in a related subject or equivalent relevant experience.	Application Form
Specific practical skills in line with the delivery of a range of manual tasks	Application Form Interview
Proven ability to supervise staff delivering a wide range of manual tasks	Application Form Interview
Demonstrable experience in, and the supervision of, the operation of powered hand tools and plant.	Application Form
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
Affable and polite showing good customer care skills	Application Form Interview
Demonstrates good verbal communication skills and an ability to communicate effectively with peers, client representatives and members of the public	Interview
Demonstrates good problem solving skills and the ability to react to changing situations and deadlines	Application Form Interview
Ability to supervise routine sub-contractors	Interview

Other requirements	Recruitment and selection
Full driving licence	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.	Application Form
This position can be physically demanding and candidates should possess resilience particularly with regard to adverse weather conditions	Application Form
Undertaking winter maintenance and/or emergency out of hours duties	Application Form
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

