

Job Description

Job Title: NEC Supervisor

POSCODE: CCC2684

Grade: P1

Overall purpose of the job

Monitor quality, assess compliance, and report progress across varied infrastructure construction projects when being delivered on site.

Agreement of works and ensure they are constructed in accordance with the County Council's current design guidance and construction specifications.

The Project Delivery Directorate manages all key highways contracts including the Term Service Contract, the Eastern Highways Alliance Framework, the Professional Services Framework and the Street Lighting PFI contract. We also commission and manage multiple high profile projects which use the New Engineering Contract form (NEC). The Supervisor role covers all duties under the NEC Contract including but not limited to management of defects, quality and specifications as well as maintaining site diaries and building strong relationships with supply chain partners.

Main accountabilities

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1.	<p>Inspection and Assessment</p> <p>Lead, co-ordinate and proactively manage an ad-hoc inspection regime across all live sites across the network.</p> <p>To lead on the development of processes in regard to maintenance of all necessary inspection records through a methodical and consistent digital by default approach and monitoring compliance with agreed technical specifications and quality procedures. Put in place and monitor quality management plans. Keep accurate records of works on site and defects.</p> <p>Review and report on progress of projects on site, and monitor completed projects to assess and compare different approaches/record lessons learned.</p> <p>Apply initiative and technical judgement to facilitate the resolution of engineering issues, as they arise on site, to achieve an acceptable outcome that does not compromise and/or present the Council with an unacceptable maintenance burden. Clear on where designers need to be consulted and coordinate efforts to resolve issues collaboratively.</p> <p>To work closely with all teams to ensure timely issue of relevant certificates.</p> <p>To work closely with contractors/service providers to be proactive in promoting timely undertaking of works within agreed timescales and escalate delays which may have programme and/or cost implications to the appropriate person(s).</p>
2.	<p>Technical Vetting</p> <p>Support the Engineer(s) in vetting proposed highway works by providing buildability advice, and where necessary liaise with internal and external teams to achieve acceptable traffic management proposals.</p>

3.	<p>Liaison</p> <p>To take a lead role in liaising with the appointed contractor to ensure consistency in the interpretation of policy, design guidance and specification when works are being undertaken on site.</p> <p>Liaise with colleagues across the directorate and the Council to ensure the service is delivered in the most efficient, effective, and co-ordinated manner.</p> <p>Communicate effectively with the NEC Project manager and/or NEC Service Manager throughout.</p> <p>Communicate using standard templates or software achieving contract compliance.</p>
4.	<p>Policy</p> <p>To support and provide advice to the Highways Management team in the review and updating of the County Council's Construction Specifications.</p> <p>To support the Group Manager in reviewing and developing policy and working practices and lead on routine reviews and inspections of construction projects and once complete to influence best practise and ensure quality outcomes.</p>
5.	<p>Demonstrate an awareness and understanding of equality, diversity and inclusion.</p>

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
HNC / NVQ / BTEC or equivalent knowledge and significant experience working in a related industry.	Civil Engineering or related subject	Essential
Appropriate CSCS / SMSTS Certificate	At an appropriate supervisory level	Desirable
A relevant professional membership e.g. ICE IHE CIHT IAM CMI APM		Desirable
NEC Supervisor Accreditation		Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Legislation	<ul style="list-style-type: none"> Working knowledge of Health and Safety, Construction Design and Management Regulations 2015. Working knowledge of highway legislation. Working knowledge of the different NEC forms of contract and necessary knowledge / contractual awareness to undertake NEC Supervisor activities when on site on behalf of the client. Working knowledge of relevant construction specifications, methodologies, and technical guidance documents. 	Essential Essential Essential Essential
Partnership Working	<ul style="list-style-type: none"> An understanding of how to manage the needs of a diverse set of internal and external stakeholders and work closely with contractors to deliver works on time and to budget. 	Desirable
Local Government	<ul style="list-style-type: none"> An understanding of the complexities of local government and the matters affecting it. 	Desirable
Skills		
Project Management	<ul style="list-style-type: none"> Ability to prioritise and manage own workload. Practical experience in the design and maintenance of a range of highway, cycling and transport related projects and standards. 	Essential

	<ul style="list-style-type: none"> • Methodical approach to managing workload dealing with enquiries and keeping records, including the use of IT systems to record inspections. • Ability to analyse technical issues / problems, identify and develop solutions to complex problems and advise developers/contractors accordingly in a timely manner. • Ability to implement quality management processes and prepare technical reports for review. • Able to keep accurate site diaries, understanding large construction sites and a range of plant, labour and materials within the highways construction sector. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Experience		
Local Government	<ul style="list-style-type: none"> • Experience of working with local members. • Commitment to public services and local democracy 	<p>Desirable</p> <p>Essential</p>
Partnership Working	<ul style="list-style-type: none"> • Experience of working with locally elected politicians and ensuring that outcomes align with broader political priorities. • Experience of working with external partners, consultants, and contractors. • Experience of monitoring and managing contractor performance. 	<p>Desirable</p> <p>Essential</p> <p>Essential</p>
Communication	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills including the ability to respond clearly and courteously in difficult situations. • Able to write letters / instructions to respond to enquiries in a professional manner and follow agreed contractual forms of communication / escalation. 	<p>Essential</p> <p>Essential</p>
Finance and Resource Management	<ul style="list-style-type: none"> • Understanding of spreadsheet and database packages • Understanding of local government finance • Understanding of budgets and change management processes/implications. 	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>

Civil Engineering	<ul style="list-style-type: none"> • Able to demonstrate considerable experience working in highway construction and / or maintenance or related areas together with familiarity using specifications and implementation thereof. 	Essential
Climate Crisis and Nature Recovery	<ul style="list-style-type: none"> • Knowledge and understanding of climate change, nature recovery and achieving net zero. 	Desirable
Flexibility	<ul style="list-style-type: none"> • Can visit offices and sites, when necessary, where public transport is limited. • Can visit and inspect sites which may have difficult access. • Be able to attend meetings out of hours when necessary • Flexible in hours of work 	Essential Essential Essential Essential
Equality, Diversity and Inclusion (applies to all roles.)	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid	Field	Remote	Mobile
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