ROLE DESCRIPTION

Job Title	Site Supervisor
Salary Band	33-36
Reporting to	Technical Programme Managers
Directorate	Place
Service Area and sub area	Asset Investment
Team	Technical Services
Political Restriction	No

1. Primary Purpose of the Post

To oversee, monitor, and assure the safe, compliant, and high-quality delivery of construction, engineering, and infrastructure projects across the Liverpool City Region Combined Authority (LCRCA) asset portfolio. The postholder acts as the primary on-site technical and health and safety representative for the Asset Investment service area. They ensure all capital works align with statutory requirements, CDM 2015 regulations, public sector compliance standards, and the Combined Authority's strategic objectives.

2. Your responsibilities

The post will be expected to:

- **Enforce Rigorous Site Health & Safety:** Act as the principal authority on site for health, safety, and environmental compliance, ensuring absolute adherence to CDM 2015 regulations, approved Risk Assessments, and Method Statements (RAMS).
- **Conduct Direct Audits and Site Inspections:** Undertake routine and unannounced site inspections to audit contractor performance, safety cultures, and construction quality, exercising the authority to halt works immediately if serious non-compliance or danger is identified.
- **Provide Expert CDM and Design Advice:** Apply extensive knowledge of the Principal Designer and CDM Coordinator roles to review construction design principles, identify latent risks, and advise Engineers and Technical Programme Managers on buildability and safety lifecycle risks.
- **Monitor Quality Assurance and Specifications:** Verify that all construction and engineering works strictly match contractual architectural blueprints, engineering schematics, asset standards, and net-zero carbon design principles.
- **Manage Site Data, Records, and Incident Reporting:** Produce, review, and maintain critical site records, including daily site diaries, training certificates, and progress logs. Lead methodical investigations into any site accidents or near-misses, compiling formal statutory reports for internal and external regulatory bodies.
- **Validate Commercial and Progress Milestones:** Cross-reference subcontractor timesheets, material delivery notes, and completed installation stages to verify billing accuracy, providing Technical Programme Managers with validated data to sign off payments and manage the asset investment budget.
- **Facilitate Stakeholder Coordination and Conflict Resolution:** Act as the central liaison between site contractors, public sector stakeholders, utility providers, engineers and Technical Programme Managers, providing constructive challenge

and expert negotiation to resolve site variations, project bottlenecks, and resource constraints efficiently.

3. General Corporate Responsibilities

- Review and accept all LCRCA policies applicable to post.
- Comply with LCRCA/department specific Safety policies, procedures, work instructions and other H&S related documentation including risk assessments, method statements, etc.
- Attend mandatory training and undertake a minimum of 30days CPD relevant to the role.
- Represent LCRCA/Asset investment professionally at external and internal meetings and events.
- Support and contribute to LCRCA corporate objectives, targets, etc.
- Knowledge of equality legislation and how it affects the AM service area.
- Promote equality and diversity by: -
    - Recognising, addressing and adapting approach to meet the needs of different customers and;
    - Recognising, respecting and valuing the diversity of colleagues.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

4. Recruitment Plan

Application
Interview

LIVERPOOL CITY REGION COMBINED AUTHORITY

METRO MAYOR LIVERPOOL CITY REGION

PERSON SPECIFICATION

Job Title: Site Supervisor

Criteria		
Qualifications and Training	**E = Essential D = Desirable**	**Identified By**
HNC/HND or Degree in Construction Management, Civil Engineering, Building, or a related technical field	**E**	**A**
Valid Site Management Safety Training Scheme (SMSTS) or NEBOSH Construction Certificate	**E**	**A**
Appropriate CSCS Card (e.g., Black Manager or Gold Supervisor Card)	**E**	**A**
Professional membership of a relevant body (e.g., CIOB, ICE, IOSH, RICS)	**D**	**A**

Experience and knowledge	**E = Essential D = Desirable**	**Identified By**
Proven on-site supervisory experience managing construction, civil engineering, or infrastructure projects.	**E**	**A/I**
Strong working knowledge of health and safety legislation, including CDM 2015 regulations and RAMS.	**E**	**A/I**
Experience checking engineering drawings, structural schematics, and project specifications for compliance.	**E**	**A/I**
Experienced in maintaining site records, including daily diaries, quality assurance checklists, and progress logs.	**E**	**A/I**
Track record of managing, monitoring, and coordinating multiple on-site subcontractors simultaneously.	**E**	**A/I**
Familiarity with sustainable building standards, net-zero carbon targets, or digital tools (BIM/Revit).	**E**	**A/I**
Experience working on public sector infrastructure, transport networks, or municipal regeneration schemes.	**D**	**A/I**

Skills and abilities	**E = Essential D = Desirable**	**Identified By**
Strong leadership, trade coordination, and conflict resolution skills on active sites.	**D**	**A/I**
High-level problem-solving capacity to address site delays, material issues, and design queries.	**D**	**A/I**
Excellent communication skills to deliver toolbox talks and liaise with technical engineers	**D**	**A/I**

Ability to read, interpret, and mark-up architectural plans and technical engineering drawings	**D**	**A/I**
Proficient in using digital construction software, Microsoft Office, or cloud-based reporting platforms	**D**	**A/I**
Sharp commercial awareness to verify subcontractor timesheets and track material quantities	**D**	**A/I**
Strong organizational skills to prioritize high-risk activities and manage tight project deadlines	**D**	**A/I**

Personal Attributes	**E = Essential D = Desirable**	**Identified By**
To commit to continual professional development.	**D**	**A/I**
To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills to improve effectiveness and efficiency of service delivery including attendance at corporate mandatory training.	**D**	**A/I**
To work as a key part of the Place Directorate in contributing to the corporate management of the strategic risks facing the Liverpool City Region Combined Authority	**D**	**A/I**
To support the achievement of corporate efficiency targets and initiatives	**D**	**A/I**
To ensure the Combined Authority's commitment to equal opportunities and is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken	**D**	**A/I**
Flexible approach to working hours and willingness to work flexibly as and when required	**D**	**A/I**
Ability to attend meetings, events etc inside and outside the City Region	**D**	**A/I**

Key to Assessment Methods:

A - Application	I – Interview