**Job Description**

**Job Title:** **Projects Supervisor**

**Division: PHS Compliance**

**Reports To: Head of Projects**

**Purpose of Role**

* The effective management of allocated engineer resources ensuring that all technical procedures are fully adhered to ensuring compliance with current legislation at all times.
* To adopt the highest standards of Health & Safety awareness at all times.
* The post holder should seek out opportunities to introduce additional / added value sales into existing customer base.
* Assist the business using your capabilities as instructed by your line manager

**Key responsibilities**

* Manage engineers effectively including activity, productivity, absence, attendance, pda usage, report submission, inclusive but not limited too.
* To ensure that all works are carried out in a safe manner and all PHS Compliance Ltd and statutory procedures are adhered to at all times.
* To ensure that all technical procedures are fully adhered to ensuring compliance with accreditations
* To complete all management information accurately and submit on time.
* To ensure that field based engineers adhere to all Health & Safety at Work Regulations, Health & Safety Policies
* Create client specific Risk & method statements and ensure engineers adhere to them
* To conduct regular toolbox talks
* To carry out post and onsite inspections and to ensure that operatives comply with all sections of the relevant forms.
* To monitor/review new starters and evaluate their competency for the role
* To carry out first stage disciplinary and grievance procedures
* To provide ongoing performance training to operatives
* To carry out surveys and complete small works quotations
* To work collaboratively with management team to support preparation of Bids & Tenders
* Accountable for all aspects of project works and for the consequences of actions taken within his/her area of responsibility
* Responsible for project planning and the creation / tracking of a Gantt chart for the work stream and operational plan
* Obtains detailed knowledge of the contract, drawings and specifications for current & future projects
* Communicate with PHSC subcontractors to ensure correct skillset is allocated depending on type of project
* Attend and/or lead project progress meetings with the customer and internal stakeholders so to report the status of all jobs periodically and objectively
* Work with Projects Support Co-ordinators to ensure that the project is properly coordinated, correct headcount is allocated, to communicate with PHSC supply chain to ensure correct quantities of parts are delivered on time including any hired/specialist equipment.
* Deliver projects on time and within budget

**Person Requirements**

* Thorough understanding of PHSC systems
* Technical knowledge, preferably with Electrical experience
* Management experience of engineers and suppliers
* Knowledge of Electrical/REM service line processes and procedures
* Strong interpersonal and communication skill – the ability to communicate effectively across functions, departments, customers and external suppliers
* Demonstrated strong written and verbal communication skills is required
* Ability to adapt to changes, self-driven and motivated individual
* The ability to make logical and well thought out decisions
* Project management skills (desirable)