

<b>Job Title</b>	First Line Manager - Multiple Occupancy Buildings (MOBs)
<b>Department</b>	Capital Delivery
<b>Reports to</b>	Technical Manager
<b>Grade</b>	First Line Manager (will be matched to appropriate level of the pay framework in line with qualifications and competencies)
<b>Purpose &amp; Overview</b>	<p>The Capital Delivery Team is looking to appoint a First Line Manager to undertake supervisory duties associated with direct labour and contractor teams engaged on Multi Occupant Building (MOB) operational activities.</p> <p>You will provide the necessary technical support and motivation to the workforce to deliver performance improvements to maximise efficiency and cost effectiveness of activities associated with the safe delivery of the new and replacement MOB Capital delivery Projects.</p>
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• Supervise Direct Labour and Contract teams, motivating, coaching and coordinating all activities to ensure optimum efficiency is achieved.</li> <li>• Project Manage a diverse portfolio of complex MOB construction projects and district governors, overseeing all phases from initial design and planning through to on-site construction.</li> <li>• Ensure that work is carried out in accordance with prescribed and agreed standards, and is fully compliant with all relevant policies and procedures.</li> <li>• Prepare and authorise all permitry requirements including complex non-routine and routine operations affecting the Network.</li> <li>• Assist with the control of a variety of projects in order that time scales and budgeted costs are met.</li> <li>• Prepare reports and provide support and guidance to operational teams to highlight current performance and expected performance,</li> <li>• Ensure records of work activities are maintained in a timely fashion, to satisfy the business and legal requirements.</li> <li>• Prepare appropriate replies to high-level complaints and reports to external organisations in line with standards of service.</li> <li>• Conduct qualitative and quantitative assessments/inspections on work carried out on the network to ensure that appropriate standards are maintained or improved in terms of quality and value for money.</li> <li>• Undertake technical audits and reviews as required to ensure a compliant workforce.</li> </ul>

	<ul style="list-style-type: none"> <li>• Manage sickness / absence and disciplinary procedures for direct reports, to ensure compliance with company policy.</li> <li>• Participate in the process of agreeing performance objectives, reviewing performance, identifying development and improvement plans and monitoring staff progress against targets to the timescales set by the business.</li> <li>• Work within and promote the philosophy of safe team working and development across all Wales &amp; West Utilities activities to achieve business objectives and continuously improve performance.</li> <li>• Prepare both informal and formal tenders for one off projects in line with the New Engineering Contract and in full compliance with WWU's Procurement procedures</li> <li>• Participate in the Tender Evaluation Process obtaining specialist advice when necessary</li> <li>• Manage the Contracts ensuring best value for WWU by evaluating all Financial claims and Concessions promptly and maintain auditable records</li> <li>• Interface with Asset Management to ensure most effective spend on all work activities</li> <li>• Survey and prepare detailed Scopes of Works for Replacement, refurbishment and disconnection of Multi Occupancy buildings and complex distribution systems.</li> <li>• Initiate G5 compliance report and ensure works are carried out as detailed</li> </ul>
<b>Technical Know-How &amp; Skills</b>	<ul style="list-style-type: none"> <li>• You will have knowledge of appropriate legislation, policy, procedures and an understanding of Wales &amp; West Utilities operations.</li> <li>• Working knowledge of appropriate codes of practice, engineering instructions, safety and statutory regulations.</li> <li>• Be competent to support Wales &amp; West Utilities policies and procedures.</li> <li>• Experience in a technical network role supported by an understanding of gas transportation activities.</li> <li>• Able to operate as a project manager and supervisor.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Must have SMSTS qualification.</li> <li>• Those working within an operational role should preferably be qualified to Technician (i.e. NVQ level 3) standard or equivalent.</li> <li>• SCO registered</li> </ul>
<b>Job Dimensions</b>	<ul style="list-style-type: none"> <li>• Supervision of between 5 and 10 industrial staff (Contract and /or Direct Labour).</li> <li>• Manage one off Contract labour as necessary</li> <li>• Cost Centre budget – Up to £3 million (all categories)</li> </ul>