

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Senior Project Agent
<b>DIVISION/UNIT:</b>	Construction
<b>GRADE:</b>	11
<b>RESPONSIBLE TO:</b>	Project Manager/Roads Maintenance Partnership Manager/ Works Manager
<b>RESPONSIBLE FOR:</b>	Project Agents Assistant Project Agents Forepersons

### **Job Purpose**

To manage large contracts which maybe a Lane Rental or a number of major/medium contracts or a territorial responsibility as delegated by the Works/RMP Manager.

### **Main Duties and Responsibilities**

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.
4. Provide direction and management of the construction team in your area through the formal application of employment policies.
5. Deputise for the Project Manager/Works/RMP Manager as required to ensure an acceptable level of service is provided at all times.
6. Responsible for setting, monitoring and controlling the construction budget and achieving all financial and other targets for your area.
7. Assist with planning and preparing the Area Works programmes.
8. Ensure that administrative procedures are carried out in relation to the contracts under your control.
9. Ensure that works programmes are allocated and managed efficiently through the maximum utilisation of labour, plant and materials.
10. Ensure that allocated work progresses as planned and that there is compliance with specification quality assurance and adherence to statutory requirements.

11. Ensure timeous completion of all allocated works measurements and, as a priority, arrange for the raising of payment certificates.
12. Provide direct technical services (e.g. setting out quality control etc) for work pending or in progress.
13. Maintain close liaison generally with the clients representative and act as the front line negotiator in day-to-day issues where a conflict of interests may apply (e.g. claims, quality of work, meeting specifications etc).
14. Undertake any Winter Maintenance activities delegated by Works Manager.
15. Participate in the organising of any emergency work and any standby arrangements.
16. Liaise when required with Client, Public Utilities, Police, Public etc.

**NOTE**

You will be required to undertake other duties appropriate to your grade as directed.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility. For Physical & Info	Initiative & Independence	Knowledge
2	2	1	4	5	4	1	4	4	4	5	4	5