

Job title:	Site Supervisor
Location:	Cambodia
Reports to:	Project Manager/Site Manager
Direct Reports:	N/A
Key Relationships:	Team Leader /Business Unit Manager, team members, Consultants, Suppliers, Contractors

PURPOSE OF THE POSITION

Support a project team with delivery through all stages of projects from commencement of construction to commissioning.

The following is a snapshot of the key challenges facing a Site Supervisor.

COVA Competency	Challenge
Influence and Negotiation	Build trust and respect relationships with work colleagues, prepare and present information to persuade others, foster effective two-way communication to gain mutual understanding, e.g., run effective meetings, strive for win-win outcomes.
Customer Focus	Understand customer business, demonstrate effective listening, deliver on expectations.
Commercial Orientation	Knowledgeable in current policies and practices.
Strategic Thinking	Act on problems that may impact personal productivity or short-term results.
Ambiguity and Change Management	Be comfortable with minor change or uncertainty, implement change as directed.
Analytical Thinking	Clearly define problems, evaluate strength and weaknesses of solutions, select the most appropriate solution.
Collaboration	Demonstrate informal leadership within the team and ownership and drive to meet team goals.
Performance Management and Achievement	Speak up when own performance is not meeting expected timeframe or standards.
Organisational Ability and Project Management	Use time management strategies and priority lists, understand how to break down scope of work into separate task for efficient workflow, organise others to deliver their relevant work activities.
Applying and Developing Expertise	Show comprehensive and applied understanding of core technical skills, actively pursue personal development.

ACCOUNTABILITIES

You will be responsible for the duties allocated by the Project Manager at the site and any other duties on that project that may arise to better serve our Client.

1. PROJECT DELIVERY ASSISTANCE

Tasks include:

Provide assistance on tasks throughout the phases of project under construction including but not limited to:

- Accompany Project Manager in regular Client and Main Contractor meetings and take and issue Minutes of Meetings.
- Support in the daily administration functions within the COVA site office.
- Support any other tasks assigned by the Project Manager.
- Controlling material deliveries in terms of quantity and quality.
- Initiate documented daily monitoring of progress at site and preparation of daily and weekly progress reports.
- Initiate daily checking of site activities in accordance to approved shop drawings.
- Initiate daily quality control reporting such as site inspections, site notice report and snag lists.
- Initiate coordination with contractors with regards to safety, quality, and schedule.
- Initiate queries / RFI's or possible solutions pertinent to site quality and progress.
- Observe proper filing and documentation for all site reports and inspections.
- Fill all incoming and outgoing documents.
- Make sure contract documents are updated with changes.
- Take weekly site progress photos.
- Assist in preparing project management manuals.
- Perform other duties from time to time vested in or assigned by the company.
- Support project management staff as necessary for a successful project delivery.

2. IMS QUALITY, SAFETY AND ENVIRONMENT

Tasks include:

- Implement processes and practices as per the integrated management system
- Implement and maintain work health and safety policies and procedures
- Implement the fundamental principles of the company wide management procedures and policies for projects in which employees act as appointed Commercial Managers (CM)
- Implement risk management principles and activities appropriate to the project

3. PROJECT MANAGEMENT

Once the Site Supervisor has gained the relevant experience and capability to take on Project Leader (PL) responsibilities, they may act as a PL for simple, small, single discipline projects.

The PL is responsible and accountable for delivery of the project and management of the project team, and hence on the ultimate profit of the project (more detail is included in the COVA Account Manager and Project Leader handbooks).

In the capacity of Project Leader develop and implement the Project Plan including:

- Appoint project team/budget hours
- Tasks/outputs/verification
- Project program
- Reporting requirements
- Risk assessment
- Structure the WHS, environmental and quality standards
- Deliver the project on time, on budget set with the AM during the project initiation stage
- Appoint Design Leader (DL) as appropriate
- Formation of the Project Team (PT) and liaison with the Team Leader/Business Unit Manager(s) for resources
- Coordinate all project inputs and communication between CM and DL
- Respond to requests from the CM and DL on project deliverables

Other duties, commensurate with skills and experience, as directed.

KEY SELECTION CRITERIA

Essential	Desirable
Minimum 5 years' experience in managing construction site activities	n/a

COMPETENCIES

COVA Competency	Desired level
Influence and Negotiation	1-2
Customer Focus	1-2
Commercial Orientation	1
Strategic Thinking	1
Ambiguity and Change Management	1
Analytical Thinking	2
Collaboration	1-2
Performance Management and Achievement	1
Organisational Ability and Project Management	1-2
Applying and Developing Expertise	1-2

CORE PERFORMANCE GOALS

COVA has a Performance Review and Development Planning process during which appropriate performance goals will be reviewed. COVA Core Performance Goals reflect ongoing performance against the organisational values.

- Integrity – Deliver On Our Word
- Innovation – Challenge Ourselves
- Collaboration – Work Together