**SELWOOD LTD**

**POSITION DESCRIPTION: Senior Installation Supervisor**

**LOCATION:** Branch Specific

**POSITION PURPOSE:** The Senior Installation Supervisor will provide training, mentoring, and coaching to ensure team members grow and professional develop in their roles to become competent, confident, and able to work to all required standards including industry best practice.

As a Senior Installation Supervisor, you will also be responsible for the safe, effective, and efficient delivery of installations which meet agreed quality standards, project timescales and budget, through strong and effective technical leadership and resource management.

**RESPONSIBLE TO:** Installation Manager

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| **REGULAR CONTACTS:** | **External**  | Customer representativesOther site contractorsSupplier Contacts |
| **Internal** | Project Co-ordination ManagerHead of Project DeliverySolutions DirectorsSenior Solutions ManagersSolution TeamsInstallation and Electrical Managers and TeamsMechanical and Electrical Schedulers Operational Managers and Hire desk staffProject Support Co-ordinatorsCommercial Team Sales Managers and Sales teamsSHEQHR |

**MAIN RESPONSIBILITIES:**

* Ongoing supervision and mentoring of Installation Supervisors, Trainee Installation Supervisors, and other team members, to encourage industry best practice and ensure they reach and maintain the required level of competency to perform their roles safely, effectively, and efficiently at all times. Act as a point of contact for any escalation of issues that may arise.
* Regularly evaluate team members to critically assess their level of competency and performance, and ensure any knowledge, skills and behavioural gaps are addressed promptly through regular meetings. Promptly escalate training, performance or conduct concerns to Installation Manager.
* Lead by example in role modelling positive behaviours and work habits, in line with company core values, business ethics and SHEQ requirements.
* Ensure all project team members, including those being trained, are aware of and comply with policies, procedures, safe systems of work and relevant regulations at all times, including (but not limited to) company, industry, client, where applicable.
* Ensure comprehensive, timely and accurate reporting and record keeping relevant to training, role responsibilities and work delivery, to agreed standards
* Deliver effective and timely issue management during and post installation to ensure client satisfaction
* Be the ‘third man’ on confirmed space tasks at client sites.

The main responsibilities are outlined above. This is not a definitive list and other tasks/activities may be necessary as the Company’s commercial activities require.

**QUALIFICATIONS & EXPERIENCE:**

* NVQ Level 3 in Site Supervision
* CSCS Gold Card (Supervisor)
* CPCS Slinger Signaller
* Fusion welding
* Confined Space
* Clean water Hygiene
* Experience of working within the Pump Hire Industry or a background in Mechanical engineering, with a Basic Knowledge of Water treatment processes
* Demonstrable experience of successfully supervising a team onsite, being able to demonstrate leadership skills and the ability to motivate a team for successful outcomes
* A leader with excellent communication (verbal and written) and interpersonal skills, with the ability to listen, offer sound feedback and resolve conflict
* Demonstrable experience of developing teams including training, mentoring, and coaching
* Demonstrate a high level of communication skills with the ability to provide instruction and complex or detailed information and advice in a timely, clear, and positive manner
* Ability to act proactively / be forward thinking whilst maintaining a methodical, attention to detail approach
* Excellent organisation and time management skills, with the ability to manage changing priorities. You must be able to work in a fast-paced environment, to tight deadlines and handling multiples tasks at once, whilst ensuring efficiency and a strong output is achieved
* Work effectively as part of a team both locally and with departments in the wider business
* Flexibility to support the business to get the job done understanding the requirements of all stakeholders while maintaining a safe environment for all Have strong analytical and problem-solving skills with the ability to use sound judgment to make good decisions
* Compliant accurate record keeping is important to this role.
* This role requires the employees to be willing and able to work at heights, work in confined spaces, lone working and work with sewage.
* Ability and willingness to travel throughout the UK as and when necessary, sometimes with nights away
* A full UK driving licence is required for this position