



Job Description

Role Title	Senior Construction Team Leader		
Business Group	Secure Construction - Engineering		
Job Family	Property and Construction		
Job Purpose	Construction specialist leading multi-discipline teams to deliver large, complex physical security installations both in the UK and overseas for FCDO and other government departments.		
Organisation Chart			
Date Updated	17/06/2024	Grade	TPB5

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KEY ACCOUNTABILITIES

- Leading a team of multi-skilled trades to conduct installations associated with accommodation changes and making good in secure areas of government buildings and overseas Diplomatic missions.
- Available to undertake short duration overseas installation trips, up to 8 weeks per trip and 24 weeks a year (or longer by agreement)
- Responsible for managing onsite activities and ensuring works are conducted on time, to a high quality and within budget.
- Task manage, coach and develop other members of the Secure Construction team to drive high performance and inform the appraisal process
- Review designs and ensure buildability before deployment, working closely with the design team to develop solutions as required.
- Lead on the project preparation to identify materials, tools and equipment required and assist the project with procurement activities to ensure the required kit is ready for deployment.
- Develop, implement, and monitor the construction programme for works undertaken reporting back progress to the PM at regular intervals.
- Develop, implement, and monitor safe systems of work, to ensure that work is conducted safely and compliantly with UK H&S legislation and company policy.
- Produce professional project closure documentation such as marked up 'as-built' technical drawings, H&S file, installation reports and room data sheets.
- Conduct internal peer reviews to support maintaining standards and developing other members of the Secure Construction team.
- Maintain own professional development and expertise of the latest technologies and best practice to support and grow the business.
- Provide input and support to maximise commercial value and assist with estimating and developing quotations and advising on most effective delivery methods.
- Provide specialist advice and support to other areas of the business during time based in the UK.
- Work with design team and I&D to support research and development opportunities.

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE*Essential:*

- Level 4 Site Management or equivalent construction related qualifications.
- Level 3 qualification or equivalent in Carpentry & Joinery
- Extensive experience leading construction projects and onsite activities as well as applying relevant trade skills
- CSCS Card
- Knowledge of Construction Design Management requirements

Desirable:

- Knowledge of and experience working with other trades
- CITB SMSTS
- Understanding of planning, programming, and scheduling of work
- Experience of working overseas
- Task management of large teams

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CIVIL SERVICE BEHAVIOURS*Top three for job:*

- Making Effective Decisions
- Managing a Quality Service
- Working Together

SUCCESS INDICATORS*Success measured and evidenced by:*

- Competent in all aspects of carpentry & joinery
- Knowledge of properties and suitability of various timbers and other building materials
- Experience of interpreting and working to technical drawings.
- Managing construction sites/teams delivering works to a defined programme and budget.
- Deliver works in accordance with approved designs complying with NPSA and UK (or local) statutory requirements.
- Ensure all works are conducted in compliance with CDM and Health & Safety regulations, including organisational H&S policies.
- Producing professional documentation at all stages of delivery (RIBA5-6)
- Conducting site surveys and capturing as-built details in a professional report.

Budget and Authority

- No budgetary responsibility.
- Ensure installations are conducted safely, on time and to a high standard.
- Ensure reporting and drawings are maintained and up to date.
- Responsible for performance of installation team whilst on site ensuring all works and behaviour meets the required standards.
- Informing and developing construction programme of onsite activities

Reports to:
(Role Title and Grade)

Head of Secure Construction (TPB6)

Direct Reports:
(Number and grades of staff)

No direct reports currently but the role has potential to include line management responsibilities.