

Job Outline

Post: **Senior Inspector – Contract Administration, Law and Site Supervision**

Location: Various Sites throughout the Highland Area (main office Harbour Road, Inverness)

Hours: 35 hours per week

Duration: Permanent

Cluster: Place

Grade: HC06

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Job Purpose

As a Senior Inspector within the Project Design Unit's Site Supervision Team, you will play a key role in the delivery of civil engineering infrastructure projects across the Highland Council area. You will supervise construction works on site, ensuring compliance with contract requirements, specifications, programmes and relevant standards, helping to achieve high quality outcomes for communities throughout the Highlands.

The Project Design Unit is seeking a motivated and professional individual with a strong interest in site supervision, contract compliance and quality assurance. This role offers an excellent opportunity to contribute to the successful delivery of a diverse programme of infrastructure projects, including roads, bridges, marine structures, environmental improvement schemes and other associated works.

Working closely with contractors, utility companies, colleagues, stakeholders and members of the public, you will monitor works on site, ensure compliance with contractual and technical requirements and assist in the effective administration of construction contracts. The successful candidate will demonstrate strong

organisational and communication skills, attention to detail and the ability to resolve issues effectively.

The Highland Council offers a supportive working environment, opportunities for professional development and a competitive benefits package. This is an opportunity to make a meaningful contribution to infrastructure improvements that benefit communities throughout the Highlands.

Job Description – Key Duties and Responsibilities

1. Supervise and monitor construction activities associated with roads, bridges, marine structures, flooding, environmental and other infrastructure projects.
2. Ensure works are carried out in accordance with contract requirements, specifications, approved drawings, programmes and relevant standards.
3. Maintain accurate site records, diaries, measurements, reports and photographic/ digital records of construction activities.
4. Undertake sampling, testing and inspection of materials and workmanship in accordance with specification requirements.
5. Measure and record construction works for contractual, payment and record purposes.
6. Liaise effectively with contractors, utility companies, statutory undertakers, members of the public, colleagues and other stakeholders.
7. Assist with the administration of construction contracts and the resolution of site issues.
8. Operate within the Council's Quality Management System and contribute to continuous improvement initiatives.
9. Provide support, guidance and mentoring to Inspectors and Trainees as required.
10. Promote and monitor compliance with health and safety requirements, including reviewing method statements, identifying risks and supporting the implementation of safe working practices.

Other Duties

The postholder may be required to undertake any other duties appropriate to the level of the post.

Duties and responsibilities will vary from time to time.

Person Specification

- At least 5 years relevant experience in works inspection or site supervision in a construction environment.
- Holder of an appropriate CSCS card (can be obtained in post).
- Significant experience in construction, works inspection or site supervision within a civil engineering environment.
- Knowledge of technical specifications, design standards and codes of practice relevant to infrastructure projects.
- Knowledge of construction contract administration and conditions of contract used in civil engineering projects, preferably NEC 4.
- Awareness and understanding of health and safety legislation and best practice.
- Strong organisational and administrative skills.
- Good IT skills, including Microsoft Office applications and digital record-keeping systems.
- Ability to prepare clear and accurate reports, records and correspondence.
- Strong communication and interpersonal skills, with the ability to build effective relationships with a wide range of stakeholders.
- Ability to work independently, exercise sound judgement and use initiative appropriately.
- Ability to prioritise workload and manage multiple tasks effectively.
- Self-motivated, enthusiastic and committed to delivering high-quality outcomes.
- Ability to accept responsibility and work effectively as part of a team.
- Professional and customer-focused approach.
- Full current driving licence.
- Willingness and ability to travel throughout the Highland Council area and, where required, stay away from home to meet operational requirements.

Health and Safety

Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:

- Become familiar with Violent Incident and Accident reporting procedures and comply with them.
- Undertake a continual program of Risk Assessment in relation to their role within Highland Council.
- Have an understanding of the importance of Health and Safety in the workplace and familiarise themselves with the Highland Council's Health & Safety Procedures.

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.life

vivup

Healthy
Working
Lives

EQUALLY SAFE AT
WORK
DEVELOPMENT

disability
confident
LEADER

ARMED FORCES
COVENANT
EMPLOYER
RECOGNITION
SCHEME
GOLD AWARD

happy to
talk flexible
working

We are a
**Living
Wage**
Employer

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