

# Job Profile

## Site Engineer (Civils)

(SENI12)

Job Title	Site Engineer
Reporting to	Section Engineer
No. Reports	None
Business Unit	Civil Engineering
Location	NI - must be flexible and willing to work throughout the UK
Contract Type	Permanent
Salary	Negotiable
Additional Benefits	Car allowance, Pension, Private Medical Cover, Life Assurance Scheme.

### Job Summary

As the GRAHAM business continues to grow and develop we are looking for an enthusiastic and experienced Site Engineer to provide engineering support to the Site Management team on our infrastructure projects.

### Job Description

The Site Engineer shall

- Ensure Health, Safety and Environmental requirements are adhered to.
- Undertake Surveying and setting out duties.
- Check drawings and quantities.
- Schedule selected materials for ordering from the procurement department.
- Plan the work and efficiently organise site operations in order to meet an agreed programme of deadlines.
- Liaise with any consultants and sub-contracts engaged in the project as necessary.
- Supervise and monitor the site labour force and monitor the work of any sub-contractors.
- Ensure quality records necessary to meet quality requirements are maintained.
- Resolve any unexpected technical difficulties and other problems that may arise.
- Arrange testing of materials.
- Undertake the testing and calibration of instruments used.
- Keep a Site Diary.
- Fully interact with other members of the construction site team (team player).
- Liaise with other function/departmental managers.
- Introduce improvements and innovation where appropriate to areas of responsibility.
- Other duties as required by the Site Manager to facilitate construction of the works.

*This job description is intended to give the post holder an appreciation of the role envisaged for the Site Engineer and the range of duties to be undertaken.*

*It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals.*

## Person Specification

### Technical Competencies

#### Essential

Demonstrate 3/4 Years + experience in a Site Engineer role  
Demonstrate strong communication skills

### Health & Safety

#### Essential

Health & Safety Induction Including Management System  
CSR/SAFE PASS/CSCS Card

### Behavioural Competencies

#### Essential

**Commercial Awareness:** strong business acumen combined with the creativity and vision to meet customer needs and GRAHAM business requirements.

**Leadership skills:** Communicates and gains team commitment to a vision, able to motivate staff and provide direction and vision.

**Effective Communication skills:** Able to adapt communication to audience and create detailed written documents and reports. Able to maintain and manage communication links with a variety of stakeholders. Presents a professional image and promotes the Brand.

**Customer Focus:** Takes time to question and understand the real, underlying needs of the customer, beyond those initially expressed. Always works closely with customers, developing an independent view of their needs and acting in their long term interest

**Influencing:** Identifies and builds relationships with those who will be useful now and in the future in achieving strategic business objectives.

**Initiative:** is able to work alone to get results in an effective way. Understands and seeks to minimise waste in resources and processes. Adopts and encourages others to adopt new ways of working. Ability to work unsupervised.

**Team Player:** Always willing to be involved in other activities to achieve company objectives. Works collaboratively and uses influence to gain resolution of issues. Demonstrates honesty, loyalty and commitment.

*Please apply by either completing an application form or by sending a comprehensive and targeted CV and covering letter with your relevant experiences to the Human Resources Department at Ballygowan Road, Hillsborough, Co Down, BT26 6HX, or alternatively e-mail to [applications@graham.co.uk](mailto:applications@graham.co.uk). All applicants must return a monitoring form to the Monitoring Officer at Ballygowan Road, Hillsborough, Co Down, BT26 6HX in a separate envelope.*

Quote Reference No: **SENI12**

Closing Date: **Monday 6<sup>th</sup> February 2012**