

POST PROFILE

1. Job Title Site Engineer

2. Purpose & Accountabilities

The purpose of a Site Engineer is to be the interface between the assigned contractor carrying out intrusive on-site work and the client. The site engineer may be asked to be the planning supervisor under CDM.

The main accountabilities of a Site Engineer include:

- Ensuring the contractor mobilises and demobilises in a timely manor.
- Arranging induction, competent persons and any other compliance training.
- Act as the main interface between the client and the contractor.
- Ensure the contractor carries out work to the clients' procedures, health and safety policies and latest HSE legislation.
- Review and monitor the health and safety plan.
- Review method statements and risk assessments.
- Review quality plans.
- Carry out regular site safety walks.
- Carry out point of work risk assessments.
- Apply for permit requests.
- Ensure work is being carried out as per the contract, method statements.
- Witness and sign off quality plans steps.
- Hold the contract daily log listing; work carried out, number of people, safety issues, weather, delays, meetings, site visits and any other pertinent information.
- Hold informal daily and formal weekly progress meetings.
- Attend the monthly contract progress meeting.
- Advise the assigned client contract representative of any safety issues, daily progress or contract issues that could impact on the successful completion of the contract work.
- Compile, brief Contractors on toolbox talks, could be asked to attend contractor toolbox talks.
- Assist in the QA and competence reviews of Contractors personnel.
- May need to be appointed as ASQEP (Appointed, Suitably, Qualified, Experienced, Person).

3. Qualifications & Experience

- Engineering background with an ONC or equivalent in a related Engineering discipline

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- Institution of Occupational Safety & Health (IOSH) or National Examination Board in Occupational Safety & Health (NEBOSH) qualification.
- Construction Design Management (CDM) awareness.
- Industrial safety awareness (HSE) & legislation.
- Supervision of contractors and contract management.
- Environmental awareness.
- Radioactive Substances Act (RSA) & Legislation.

4. Organisational Structure

Will report to the Project Manager/Leader on project assignments, this may be Client or Venn organisation depending upon the project. This role will be accountable to the assigned Venn Resource manager who, will manage the workload, personal development and day to day HR issues.

This role will be expected to work either in the Venn Offices at Stonehouse or on a clients site as the work demands

Once appointed the person undertaking this role will need to be security cleared for working on nuclear sites.

5. Grading

There will be typically a number of grades covered by this post, typically the more qualifications and experience will attract the higher grade. There will be a core competence, as a minimum requirement, this is identified below.

Core Competence:

- Engineering background.
- Health & Safety awareness, including CDM and current HSE legislation.

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Grading Table:

Project Management					
Radiological			Yellow	Green	Yellow
Environmental			Yellow	Green	Yellow
NEBOSH			Yellow	Green	Yellow
IOSH			Yellow	Green	Yellow
CDM		Yellow	Green	Green	Green
H&S Awareness	Yellow	Green	Green	Green	Green
Engineering Background	Green	Green	Green	Green	Green
	Trainee	Engineer 3	Engineer 2	Engineer 1	Senior

Key to diagram:

Green: Requirement

Yellow: Desirable/Awareness

Trainee: as a minimum requirement will be from an engineering background or current engineering training programme.

Engineer 3: will be a trained engineer, with some experience as a site engineer, will be aware of health and safety issues including implications of CDM. Will be working towards either IOSH or NEBOSH. Will be aware of environmental and radiological issues.

Engineer 2: will be a trained engineer, with more than 1 years experience as a site engineer, will be aware of health and safety issues including implications of CDM, may be required to be CDM co-ordinator on behalf of the client. Will be working towards either IOSH or NEBOSH. Will be aware of environmental and radiological issues.

Engineer 1: will be a trained engineer, with a number of years experience as a site engineer covering a range of different projects. Will be fully aware of HSE issues and current legislation. Will have attained IOSH or NEBOSH. Will have attended radiological and environmental training. May be required to act as CDM co-ordinator on behalf of the client. May have been trained and carry out the duties of Radiological Protection Supervisor (RPS). Could be in charge of a number of site engineers covering multiple projects.

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Senior: will be a trained engineer, with a number of previous years experience as a site engineer covering a range of different projects. Will have commercial awareness, project management skills and qualifications. Will be fully aware of HSE issues and current legislation. Will have attended H&S training courses . Will have attended radiological and environmental training. May be required to act as CDM co-ordinator on behalf of the client. May have been trained and carry out the duties of Radiological Protection Supervisor (RPS). Could be in charge of a number of site engineers covering multiple projects.

Venn Engineering has a simple grading structure to indicate competence in technical roles, qualifications and experience as follows:

1. Principal
2. Senior
3. Engineer1
4. Engineer2
5. Engineer3
6. Trainee

Note: not all posts have all grades