



Specialist Foreperson

£26,553.77 - £29,838.77



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Recruitment Process and Key Dates

Apply online at www.myjobscotland.gov.uk

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date is 3rd May 2022

You will be notified by email at each stage of the process.

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

- (a) You will be asked to submit a completed health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.
- (b) Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements.
- (c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council.

If successful detailed statements of particulars will be provided to you once all satisfactory pre-employments have been received.

About Clackmannanshire Council

Welcome to Clackmannanshire

Clackmannanshire is Scotland in miniature.

Situated between the striking Ochil Hills and the River Forth, boasting both busy towns and peaceful countryside, Clackmannanshire is recognised for its outstanding natural environment and strong sense of community. The 'Wee County' is a natural unit of local government whose history can be traced back for more than 600 years.

Clackmannanshire has emerged in recent years as an area for modern business development and growth, benefiting as it does from an expanding business base and a skilled and qualified workforce. Clackmannanshire is a cost-effective living and business location. It is within easy commuting distance from most of the major towns and cities of central Scotland.

Some 2.5 million people, half the population of Scotland, live within an hour's drive of Clackmannanshire. The population of Clackmannanshire is just over 51,000.

Our Council area may be small, but it offers great retail, leisure and entertainment. Tillicoultry boasts some of Scotland's best shopping at Sterling Warehouse, Britain's largest furniture retail centre, and Sterling Mills, which is packed with brand name outlets. For those who prefer something a little more sedate, the nearby MacRobert Theatre at Stirling University stages a wide range of productions throughout the year. The area also boasts six golf courses and a dry ski slope.

The area benefits from a rail link to Glasgow and Edinburgh, while the Clackmannanshire Bridge gives a fast route across the Forth.

Clackmannanshire has eighteen primary schools and three modern academies which opened in 2009, supported by Forth Valley College campus and the nearby University of Stirling.

The priorities for the area are set out in the Local Outcomes Improvement Plan, which is founded on the Community Plan, Working Together for Clackmannanshire.

The Council

Clackmannanshire Council has 18 councillors in 5 multi-member wards. Three political parties and an independent are represented on the Council.

Key Links

You can access additional background information at these links:

[Corporate Plan](#)

[Organisational Redesign](#)

[Demographic Information](#)

[Best Value Assurance Report](#)

Further information and documents are available on our website:

www.clacks.gov.uk

How to Apply

Applications should be completed using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by the closing date stated.

Late applications will not be considered.

We will contact you using the email address you have provided through your online application.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

We look forward to hearing from you.

The Corporate Plan 2018-22

THE CORPORATE PLAN 2018-22, Be the FUTURE - OVERVIEW

Our Vision	We will be a valued, responsive, creative organisation, through collaboration, inclusive growth and innovation, to improve the quality of life for every person in Clackmannanshire.	
Our Outcomes	<ul style="list-style-type: none"> ● Clackmannanshire will be attractive to businesses and people and ensure fair opportunities for all. ● Our communities will be resilient and empowered so that they can thrive and flourish. ● Our families, children and young people will have the best possible start in life. ● Women and girls will be confident and aspirational, and achieve their full potential. 	
Our Priorities	Inclusive Growth, Jobs & Employability	Reducing Child Poverty
	Raising Attainment	Sustainable Health & Social Care
	Empower Families & Communities	Organisational Transformation
Our Values	Be the CUSTOMER	Listen to our customers, communicate honestly and with respect and integrity.
	Be the TEAM	Respect each other and work collectively for the common good.
	Be the LEADER	Make things happen, focusing always on our vision and outcomes, and deliver high standards of people leadership and corporate governance.
	Be the COLLABORATOR	Work collaboratively with our partners and communities to deliver our vision and outcomes.
	Be the INNOVATOR	Look outwardly, be proactive about improvement and strive always for innovation and inclusive growth.
	Be the FUTURE	Work always towards ensuring that we deliver our vision and live our values, so that we become a valued, responsive Council with a reputation for innovation and creativity.

Recruitment Charter

Our commitment to you as a job applicant

Clackmannanshire Council is an equal opportunities employer and is committed to promoting equality and social inclusion. The Council's aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place at any stage of recruitment.

- We will treat you in a polite, helpful and friendly manner at all times.
- When we contact you, we will give you the name, telephone number and email address of the member of staff who will deal with initial enquiries.

We will treat the information you provide in confidence and in line with our recruitment privacy notice. Only Human Resources staff and the recruitment panel will see your application form.

In accordance with General Data Protection Regulations and Data Protection legislation our recruitment privacy notice, included in this pack, provides information on how we process your personal information during and after the recruitment process and your rights in relation to this. We would ask that you read this document..

Our recruitment Process

- You will receive an instant automated email acknowledging your on-line application has been successfully received by the Council
- We will normally advise you if you are being selected for interview or not within 2 weeks of the closing date for the post. (For certain posts where a Recruitment Committee or members of a School Board are involved, this timescale may be varied).
- We will give you reasonable notice of the date of the interview and if you are required to make a presentation to the interviewing panel a minimum of 1 week's notice will be given.
- If you have indicated you have a disability and meet all the essential criteria as outlined in the person specification and tick the 'guaranteed interview' box on the application form, you will be invited to interview
- The Council will make any particular arrangements you need to enable you to attend the interview, e.g. a location with ramp access, a sign language interpreter, information in large print, interpreter. If you have particular requirements, please contact the named individual on the accompanying letter for assistance to discuss your needs.
- Full-time jobs within the Council, other than those granted exemptions, are eligible to be considered for job share.
- We ask you to provide personal details on the Equal Opportunities questionnaire. This information is not revealed to the selection panel but used to monitor our recruitment process.
- The information you provide on your application form will play a vital part in deciding whether you will be called for interview. It is important

that you complete the application form as fully and as accurately as possible. (On occasion applicants do not give enough relevant information about themselves and their experience).

- If you notify us you are unable to attend for interview at the time requested, we will try where possible to make alternative arrangements. This will however depend on the urgency to fill the post and / or availability of panel members.
- We do ask that you bring original copies of your qualifications and documentary evidence of your right to work within the UK when you attend for interview.
- If you are the successful candidate we will take up a number of pre employment checks including contacting the referees you detail on your application form. All pre-employment checks will need to be satisfactory before any formal offer of appointment is made
- For certain posts where there is a requirement for a PVG check, for which the timescale for receipt can vary no formal offer of appointment will be made until clearance has been received. You should consider this when handing in notice from your current position.
- Where an applicant has accepted an offer of employment issued from the Council, but subsequently declines to enter into terms of employment, then the costs of any security checks or otherwise, that have been incurred by the Council may be recovered in full from the applicant
- If you have been unsuccessful at interview, we will normally advise you within 2 weeks. Feedback will be available from the chair of the selection panel if requested.
- We are committed to achieving the standards we have set and acting on feedback from our customers. We welcome your comments. Please write / e-mail to the address below.

**Contact: HR Services
Kilncraigs, Greenside Street
Alloa
FK10 1EB**

e-mail: humanresources@clacks.gov.uk



Job Profile

This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Section A

Post Title: Specialist Foreperson

Initial Location: Forthbank Roads

In certain circumstances, during the course of your employment, you may be required to work either on a temporary or established basis at any of the Council's locations, or at other venues as advised, which will be within reasonable travelling distance. Where such a change is proposed this will be managed by a process of consultation.

Reports to post (Title): Contracts Officer

Service: Roads

Date last updated: 20/01/2020

Date if superseded:

Grading Section

Eval Ref: A4489

Post Number: K23b

Grade: 6

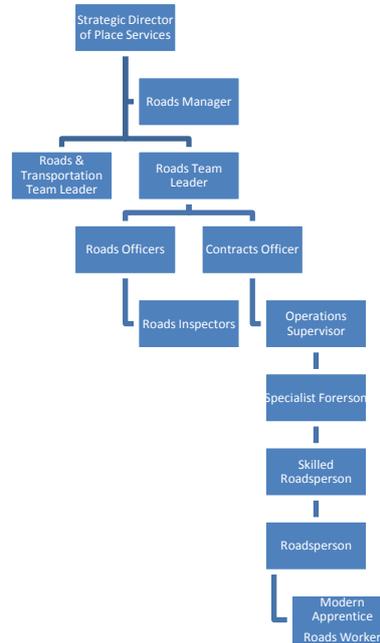
Section B

ORGANISATIONAL RELATIONSHIP AND EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. This also describes and responsibility for employees (if any).

(Structure Chart)

Overleaf



Section C

PRINCIPAL PURPOSE AND OBJECTIVES

This section lists the main (headline) responsibilities / accountabilities of the job.

- To instruct and supervise Skilled Roadpersons, Roadpersons and Contractors.
- To programme their squad's daily work in accordance with instructions from the Roads Supervisor or Contracts Officer and ensure that work is carried out professionally.
- To take responsibility for the health and safety of their squad, contractors and the public working on or adjacent to the work site.
- To be able to communicate the purpose and method of works with members of the public as well as the workforce to ensure the smooth running of works on site.
- To complete paperwork relating to the working hours of men, plant and materials and to order materials, as required.
- To participate in out-of-hours working throughout the year as required by the Service. (Winter provision & Summer stand-by rotas)

Section D

MAIN DUTIES AND RESPONSIBILITIES

This section provides detail of the main responsibilities / accountabilities. Individual tasks may be included. (Note these are illustrative and are not exhaustive).

- To lead a squad of operatives to carry out all tasks associated with the construction and maintenance of roads, footways and drainage and the installation of street furniture including signs and lighting, as well as dealing

with emergencies such as Road Traffic Accidents, emergency road closures and flooding.

- Site supervision and instruction of operatives and contractors.
- To ensure safety and employ safety procedures likely to maintain personal, co-worker and public safety on site and in the environment of the site.
- To ensure the use of appropriate PPE equipment by operatives on site.
- To ensure that good housekeeping practices are applied to sites, their environment and storage areas, including site mess huts and vehicles.
- To ensure the security and safety of vehicles, plant and materials.
- To ensure completion of daily record sheets for operatives, plant and materials.
- Ensure, by carrying out or instructing appropriate squad members, that the daily cleaning/maintenance routines of all vehicles/plant is accomplished, in conjunction with the Operational Supervisor.
- To report promptly to the Operational Supervisor, any matter which may result in liability for Clackmannanshire Council, e.g. physical injury, damage to property, utilities, etc.
- To maintain a level of physical fitness commensurate with the robust nature of manual work within the Roads and Transportation Service.
- To be aware of their terms of employment and comply fully with them.
- To participate in the Winter Service & Summer stand-by rotas provided by Roads and Transportation Services, including working outside normal working hours.
- To respond to out of hours emergencies either as an individual or leading a squad.
- To erect and maintain temporary signs and barriers at road works, to ensure that drivers, pedestrians and vulnerable road users are guided safely through the works and the workforce are protected.

Section E

KNOWLEDGE, SKILLS AND EXPERIENCE

This section details the knowledge and skills including any qualification, specific training or experience required.

Essential:

Criteria	Means of Assessment e.g. Application, Interview, Reference, Certificate
1. HAUC accreditation for monitoring Statutory Undertakers works within the public road at Roadworks Supervisor level	Application Certificate Interview
2. Full current driving licence	Application Driving Licence
3. Proven experience of working in and supervising a range of road maintenance activities	Application Interview Certificates
4. Ability to drive general road maintenance vehicles and to operate small plant and tools normally used in road construction works	Application Interview Certificates

5. Knowledge and experienced of supervising sites in accordance with 'Safety at Street Works and Road Works – A Code of Practice' on the public road network	Application Interview
6. Experience of winter maintenance procedures	Application Interview
7. Demonstrate the ability to lead a team of manual operatives	Application Interview
8. Excellent communication skills	Interview
9. An ability to deal with several related issues at the same time	Interview
10. An ability to establish and maintain good working relationships and negotiate with the public, contractors and Public Utilities	Interview
11. A commitment to work outside normal working hours for the exigencies of the Service (Winter & Summer stand-by rotas)	Application Interview
12. Ability to read / work from plans and design drawings	Application Interview
13. Ability to read, understand and apply Risk Assessments and Safe Systems of Works without direction from line managers	Interview

Desirable:

Criteria	Means of Assessment e.g. Application, Interview, Reference, Certificate
1. SVQ 2 in Highway Maintenance	Application Certificate
2. Group C or CE entitlement driving licence	Application
3. Experience of supervision of contractors on road related contract works	Application Interview

Section F

WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions and any specific physical effort.

The job predominantly involves working outdoors, in all weathers and can involve exposure to disagreeable and hazardous conditions, substances and/or odours e.g. hot bitumen products, discarded needles, flood water, detritus and high speed traffic.

To participate in Winter Service provision, within and outside working hours, as required. (Winter 24h stand-by rota)

To participate in out-of-hours working throughout the year as required by the Service. (Summer 24h stand-by rota)

Section G

PHYSICAL CO-ORDINATION

This section details the predominant demand for physical skills and co-ordination required to undertake this job. For example: operation of hand tools, keyboard skills, driving and other equipment.

This work predominantly involves Manual Handling task, which include lifting heavy of materials, such as kerbs, slabs etc. Repetitive pushing and pulling movements, operating mechanical plant and machinery.

This job also requires the ability to operate JCB 2CX tractors, heavy compaction rollers, compaction plates, stihlsaw, floorsaw and hydraulic breakers will also be required.

Section H

MENTAL SKILLS

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

The postholder is required to forward plan/schedule activities for themselves and for work colleagues. They will be required to resolve problems or situations, but will generally be able to refer the more difficult or challenging problems upwards to a supervisor or line manager.

Section I

CONCENTRATION

This section details the work related pressures which may make concentration more difficult and also the responsiveness required of the job holder. For example: Service related deadlines, internal /external deadlines, conflicting demands.

Focused attention will be required for certain jobs, including abrasive wheel work, working in live traffic situations to set up traffic management for sites. Health & Safety issues working with heavy plant to carry out daily duties.

Driving and working in adverse weather conditions will be necessary for winter maintenance and sometimes normal duties. Organising Signing and Guarding on-site on a daily basis. Making sure squad member are in compliance with Health & Safety.

Section J

COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact and explains the nature of the communication and level of skill required by the post holder. E.g. dealing with complaints, clients etc.

The post holder must have the ability to:

- Work without supervision on routine tasks.
- To manage their allocated workload and organise other squad members.
- To ensure that daily work tickets information is provided to their Operational Supervisor.
- Make sure all delivery notes are provided to the Operational Supervisor at the end of the working day.
- To discuss any forward planning with Operations Supervisor or Contracts Officer.
- The job requires an interface with the public. On occasions they may be abusive, threatening or otherwise demanding.
- The jobholder has an ongoing responsibility for the quality of the work of the members of their squad through co-ordination, quality assessment, on the job training and mentoring.

Section K

PHYSICAL ASSETS, DATA AND FINANCIAL RESOURCES

This sections details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data** e.g. computers, record keeping **financial** the direct/indirect responsibilities for financial resources, from handing cash and cheques, through processing invoices and other financial transactions, to accounting for financial resources and budgetary activities.

Drivers will be responsible for safety of any Council vehicle or plant they are operating and must report any defects or damage to their Operations Supervisor or Fleet Department. The post holder will be responsible for any materials they sign for and instructed to uplift by their direct line managers. Post holder will be responsible for keeping in good order any PPE supplied by Clackmannanshire Council.

Section L

INITIATIVE AND INDEPENDENCE

This section details the problems which the post holder must deal with in the course of normal working, the decisions which the jobholder is able to take, and the extent to which advice and guidance is available (Note, these are illustrative and are not exhaustive).

The post holder will be expected to deal independently with day to day problems which occur which will be covered by current practices.

Section M

EQUAL OPPORTUNITIES

Staff are expected to promote equality of opportunity.

As a member of staff you will be expected to uphold and promote the Council's policy commitments to equality and diversity and its legal obligations under the Equality Act as well as ensuring the fair, equitable and non-discriminatory treatment of service users, colleagues and partners.

Section N

HEALTH AND SAFETY

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care of their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and current and appropriate codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and must comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.