

Job Description



Job Title: Highways Supervisor	Service Area: Highways & Sustainable Transport	
Directorate: Environment & Sustainable Transport	Post Number: 26906	JE: PO2 - 7857 PO3 - 7857a
Grade: PO2 – PO3	Date last updated: June 2026	

Overall Purpose of Job

The post holder will report to the Principal Highway Engineer, but will work on a day to day basis with the Principal Designer or Highway Engineer on a wide range of schemes. The post-holder will be responsible for supervision of construction projects in accordance with the NEC4 Engineering and Construction contract, with an emphasis on the overseeing workmanship with regard to the quality and progress of works carried out on site within the Highways & Sustainable Transport team.

Job Context

1. The post holder reports to the Principal Highway Engineer but will work with the Principal Designer or Highway Engineer on individual schemes, who will be acting as NEC Project Manager
2. The post holder has no line management responsibility, but may supervise up to 2 junior members of staff.
3. The post holder may be required to work evenings, weekends and occasional public holidays.
4. The post-holder has responsibility for the financial management of projects, typically up to £1,000,000 annually

Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

Level 1 (PO2)

- To be a member of individual project teams and act as a Highways Supervisor in accordance with NEC4 contract.
- To adhere to established quality systems for the delivery of effective services.
- To carry out regular and routine site inspections as required by the NEC Project Manager

- To inspect all stages of the works and monitor compliance with quality, workmanship, and specifications
- To identify and issue defects in accordance with the Councils contract processes and track close out within agreed timescales
- To liaise closely with Developers, contractors staff and representatives
- CSCS and NRSWA accredited
- Experienced in the use of the Design Manual for Roads and Bridges
- Experienced in the use of the Manual Contract Documents for Highway Works, and other relevant documents for Highway Works
- To check and test materials being used are to the correct specification
- To check setting out and levels being deployed on site is in accordance with the designs and specifications
- To collect and maintain site records, site diaries, inspection reports, test results and photographs
- To update the wider project team on progress, issues, and updates as necessary
- Support the final adoption of completed works through preparation of snagging lists and coordination of remedial actions
- To represent London Borough of Newham at meetings with Contractors or Developers
- To have working knowledge and technical experience on a wide range of schemes which includes highway infrastructure schemes, structures, S38 and S278
- To liaise closely with colleagues and other technical teams to ensure developers and contractors deliver works that meet current standards and guidance. Take action to ensure construction is acceptable, adoptable, and supports the long-term quality of the highway network.
- To have a working knowledge of ICT programmes – Excel, AutoCAD and Word
- To personally keep abreast of industry developments so that the Council can fully benefit from good practice, shared services and innovation.
- To ensure all processes and procedures in use are compliant with legislation; codes of practice and good working practices.
- To carry out such other duties within the competence of the post holder as may be reasonably required from time to time.
- To work outside of normal working hours for footway and carriageway resurfacing works, site visits and attendance at meetings, which may also involve weekend working
- To ensure the implementation of both the Corporate and Division's Health and Safety Policy, including exercising due care and ensuring the safety of the post holder and others during the course of all works

- To be aware of relevant Health and Safety legislation and implement working practices to ensure compliance.
- The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people, and expects all employees to understand and promote the policies in their work.
- To provide complex professional and technical guidance and advice both within and outside the group.
- To organise and manage own workload together with the supervision of junior staff to meet agreed targets.
- To maintain accurate site records and undertake site measurements both jointly with the contractor and independently that will assist the Project Manager in measures and applications.

Level 2 (PO3)

As above plus

- To maintain effective communication, liaison and working relationships with the Principal Officer, Project Managers, other Council staff, client officers, consultants, contractors, community and business partners, relevant organisations, individuals and elected Members in consultation with the Principal Officer.
- To continually review new techniques and developments for possible introduction into Council's technical specifications.
- To assist in the assessment of resources and cost estimates for specific projects.
- To deputise as required, for the NEC Project Manager, and or Principal Officer on specific projects and issues.

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be short listed. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p>EQUALITY AND DIVERSITY</p> <p>We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p> <p>PROTECTING OUR STAFF AND SERVICES</p> <p>Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.</p>	
<p>KNOWLEDGE & ABILITY:</p> <p>Knowledge of the practical application of specific techniques and legislation relevant to the service, eg Highways Act 1980, New Roads and Street Works Act 1991 and Traffic Management Act 2004</p> <p>Knowledge of the requirements of relevant Health and Safety legislation.</p> <p>Knowledge of relevant legislation relevant to the service area</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>

<p>Knowledge of the functions and current trends and developments of local authorities would be advantageous but is not essential</p>	
<p>QUALIFICATIONS:</p> <p>Formal training in Civil Engineering and/or Building crafts required</p> <p>Construction Skills Certification Scheme (CSCS)</p>	<p>Application Form/Interview/Certificate</p> <p>Valid ID</p>
<p>EXPERIENCE:</p> <p>Experience of working in a Clerk of Works or Site Supervisor capacity for a minimum of 5 years</p> <p>Experience of technical skills associated with the relevant service area</p> <p>Evidence of successful innovation, initiative and consistent achievement in either a public sector or private sector environment</p> <p>Experience of developing good working relationships with a wide range of internal and external bodies and customers as part of developing effective service delivery</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Interview</p> <p>Interview</p>
<p>SKILLS AND ABILITIES:</p> <p>Ability to build effective and productive working relationships with colleagues, contractors and developers</p> <p>IT skills (Microsoft Office)</p> <p>Maintain good site records</p> <p>Good analytical and numeracy skills</p> <p>Ability to listen and respond sensitively to the needs of the community and Members</p>	<p>Application Form/Interview</p> <p>Application form</p> <p>Interview</p> <p>Application form/Interview/test</p> <p>Interview</p>

<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Committed to quality outputs</p> <p>Honest and possessing integrity</p> <p>Flexible, adaptable and accepts change</p> <p>Deals well with conflict resolution</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
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<p>Politically aware</p>	<p>Application Form/Interview</p>
<p>OTHER SPECIAL REQUIREMENTS</p> <p>Willingness/ability to work out of hours</p>	<p>Application Form/Interview</p>