



Building Site Supervisor

Program:	St Joseph Affordable Homes
Location:	Bridgewater / New Town
Reports To:	Operations Manager, St Joseph Affordable Homes
Approved by:	Chief Executive Officer, St Joseph Affordable Homes
Version:	May 2020
Award:	Outside Award coverage
Classification:	n/a
Full Time Equivalent:	1.0
Clearances Required	Working with Vulnerable People registration (Tasmania); National Police Criminal History Check

Our Vision

To improve individual, family and community wellbeing for Tasmanians through alleviating housing stress and homelessness. Provide significant training and employment opportunities for young and vulnerable Tasmanians.

We pursue our vision by:

- Constructing high quality new and affordable housing stock.
- Collaborating with leading Tasmanian suppliers, contractors and partners.
- Being the social and affordable housing construction provider of choice.
- Building the capacity, life skills and employment outcomes for young people.
- Delivering an in-house apprenticeship scheme.

Our Purpose

St Joseph Affordable Homes (SJAH) is a social enterprise which uses the building and construction of social and affordable homes to deliver on its purpose, which is as follows:

1. Alleviate housing stress.
2. Construct new social and affordable housing to the highest of standards.
3. Employ young people as trade apprentices in an in-house apprenticeship scheme.
4. Provide training and employment opportunities for young people.
5. Provide holistic support and mentoring to young people to build life skills.
6. To support the Catholic Church to advance its mission.

Our Values

Respect

We respect the dignity and worth of every person irrespective of background and circumstances.

Hope

We see strength in every person and believe that everyone can grow and build a positive future.

Excellence

We learn from and act on, proven evidence.

Social Justice

We strive for fairness, equity and opportunity for all.

Integrity and Accountability

We maintain the highest ethical standards and act with integrity in all we do.

Collaboration

We strengthen collaboration and relationships with partners and key stakeholders.

Organisational Environment

St Joseph Affordable Homes (SJAH) is an entity established under the control of the Roman Catholic Church Trust of the Archdiocese of Hobart (AoH). The Organisation is a social enterprise which will construct new social and affordable housing throughout Tasmania, assisting in the reduction of housing stress experienced by many Tasmanians. The Organisation will work very closely with both Centacare Evolve housing (CEH) and CatholicCare Tasmania (CCT) to deliver on their new build programs.

A key element of the work that SJAH will undertake is to enhance employment outcomes within the sector through our apprenticeship program. SJAH will be a leader in the development of trade qualification, life skills and support for our apprentices, building future industry leaders and supporting them to achieve their goals. SJAH will also enhance the work of the Catholic Church through supporting both the CEH and CCT business to achieve their mission and vision in line with the Archbishops Charter for CCT.

CEH and CCT have multiple contracts and grant agreements with Federal, State and Local Governments for the construction of new social and affordable housing stock. SJAH will be the builder of choice for the two organisations to assist in the delivery of their contractual commitments. Our focus will be on ensuring quality and timelines are met along with providing value for money to our clients.

Primary Objectives

The Building Site Supervisor will have responsibility for the day to day operation of numerous construction projects undertaken by SJAH and will have responsibility for the promoting and instilling the work health and safety culture throughout each and every one of our projects. The role will be responsible for all onsite supervision, including construction management of a number of multi-residential projects, ensuring that they are completed within pre-agreed programs, within budget, to the highest quality standards and upholding the highest standard of work health and safety practices.

Major Accountabilities

Interpersonal and communication style:

- Represent SJAH in a professional and collaborative manner, demonstrating the organisation's vision, mission and values at all times.
- Contribute to a harmonious and productive environment by setting high personal integrity and performance standards.
- Develop a positive and collaborative relationship with all stakeholders, both internal and external.
- Show consideration, concern and respect for the feelings and ideas of others.
- Manage professional relationships within the workplace environment - work collaboratively with colleagues and respond appropriately to senior management direction.

Position specific requirements:

- Ensure that all worksites uphold the Vision, Purpose and values of the organisation.
- Maintain and drive the best practice of work health and safety culture and a safe working environment by ensuring all sites comply with workplace health and safety policy, procedures and guidelines. Work in a responsible manner to ensure the safety of oneself, other staff, contractors, clients and visitors to the various sites and services and that onsite activities are compliant with Worksafe Tasmania regulations.

- Ensure that all projects are completed in line with approved working drawings and project specification.
- Oversee the coordination and scheduling of all trades and suppliers in line with the project program to ensure that all projects are on schedule to be delivered within the project program.
- Ensure that all onsite works are completed to the highest level of quality and in accordance with the Building Code of Australia.
- Conduct onsite safety inspections, audits and site safety meetings.
- Provide effective leadership to our in-house apprentices, focused on delivering high-quality outcomes through the continued development of team safety, capability and engagement.

Personal accountability level:

- Demonstrate the initiative, judgement and critical thinking skills required to be solution focused.
- Be responsible for managing time and prioritising tasks to ensure deadlines are met and work is performed to high standards.
- Operate within financial delegation and budget.
- Competently use ICT systems and platforms relevant to the role.
- Possess a sound knowledge of the statutory requirements of Mandatory Reporting, Workplace Health and Safety standards, Duty of Care, Privacy legislation and Anti-Discrimination legislation.
- Adhere to Work Health and Safety (WHS) standards for a safe workplace and follow all reasonable WHS directions provided in the completion of work.
- Maintain currency of knowledge by participating in ongoing professional development opportunities.
- Utilise regular supervision and other strategies to support self-care.
- Promote and uphold the Identity and Mission of the AoH and the Vision, Mission and Values of CEH and CCT.
- Uphold the AoH Workplace Behaviour Policy and professional standards.
- Perform allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying jobs at this classification level.

Risk and Work Health & Safety

The AoH is committed to ensuring that our operations are conducted with proper regard for health, safety and wellbeing of all.

Employees are required to observe safe work practices in accordance with training and instruction given and report any risk to their immediate supervisor. Risks arising in the workplace may be financial, site, task or person specific, or related to safety.

All employees of the AoH will conduct themselves responsibly with proper respect for established rules and procedures and they will consistently perform their jobs with proper regard for the health and safety of others.

The AoH expects all employees to participate in and contribute to Work Health and Safety activities, including participation in the consultative processes provided by the organisation, to ensure a safe work environment for clients, our community, employees and visitors.



Key Communications Linkages

- SJAH, management staff and board
- CEH
- CCT
- AoH
- Key government agencies
- Accreditation bodies
- External suppliers and subcontractors

Selection Criteria

1. A minimum of five years' experience in Site Supervisory role delivery on multi-residential developments
2. Demonstrated knowledge of the legislation and regulations that apply to this organisation; including the WHS Act, WHS Regulation, WHS Codes of Practice, planning regulations and the Building Code of Australia
3. Experience in the planning, implementation, analysis, tracking and evaluation of projects.
4. Highly effective negotiation skills to communicate effectively with contractors, suppliers, authorities and clients.
5. Demonstrated experience in managing, organising and resourcing of subcontractors, trades and suppliers to achieve key performance indicators of a multi residential construction project.
6. Commitment to the vision, purpose and values of SJAH and a broad understanding of the operation of the Catholic Church in Tasmania.
7. Ability and willingness to undertake the relevant employee screening processes, including the provision of a National Police Criminal History Check satisfactory to the AoH and registration to Work with Vulnerable People (Tasmania).
8. Current unrestricted Drivers Licence.