



JOB & PERSON SPECIFICATION

Name		Job Title	Senior Materials Controller
Function Management	Head of Construction	Line Management	Construction Manager
Department	Construction		
People Management	N/A		
Role Summary			
To ensure the effective control, preservation, and traceability of all materials delivered to, stored at, and shipped from onshore project sites, laydown areas, fabrication yards, and warehouses. This includes ensuring all materials are handled, stored, and dispatched in full compliance with Company, Client, site, and QHSE requirements.			
Work Environment			
<ul style="list-style-type: none"> active, sitting, computer use, noise, site based 			
Responsibilities			
<ul style="list-style-type: none"> Implement and operate Supply Chain Management (SCM) and materials management systems at onshore project sites Control site-based receiving areas, laydown areas, bulk storage, picking/packing locations, and quarantine zones Ensure compliance with the site material control strategy with Construction and Supply Chain Management Coordinate unloading, inspection, verification, and goods receipting of site deliveries Manage onshore materials handling including lifting, movement, segregation, and issuing of materials Allocate and distribute materials to construction areas Prepare documentation for onward shipment including delivery notes, manifests, and DG documentation Coordinate packing and labelling of containers, pallets, and vehicles Liaise with other material control teams to resolve queries and OS&D reports Manage surplus, damaged, or waste materials including disposal documentation Assist and guide Company and Contractor personnel during site warehouse activities Responsible for ensuring professional development is maintained and identified competency requirements are undertaken in a timely manner Adherence to the company integrated management system Compliance with quality assurance, health and safety and environmental policies Demonstrate and promote PD&MS QHSE principles and lead by example Ensure unsafe activities are challenged Adherence to the requirements of the best practice standards recommendations and processes in the undertaking of duties, in particular, risk assessment and control, reliability and failure prevention necessary to ensure the safe design, provision and use of tools, equipment and systems Demonstrate and promote PD&MS values and lead by example Ensure direct report performance reviews are carried out within the required timescales (where applicable) 			
Authorities			
<ul style="list-style-type: none"> N/A 			

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Skills & Attributes

- Team working
- Customer and quality focused
- Professional conduct
- Ability to use own initiative
- Good organisational and planning skills
- Commercial awareness
- Responsive to business and client needs
- Safety aware
- Proven advanced negotiating skills
- Excellent communication skills
- Excellent interpersonal skills
- Proficiency and experience in the formulation and administration of purchase orders

Competency Standards	M / P	Y / N / CE	Details
Educated to standard grade level or equivalent, with passes in Math & English	M		
Awareness of the application of COSHH legislation	M		
Manual Handling Training	M		
General Hazard Identification Training	M		
Dangerous Goods Training	P		
Previous experience in a similar role	M		
Competent in the use of MS Office applications	M		
Excellent written and spoken English	M		
M – Mandatory	P – Preferred	CE – Competency Evaluation	