

## ROLE PROFILE

<b>Function</b>	<b>Construction</b>	
<b>Job Title</b>	<b>Trainee Assistant Site Manager</b>	
<b>Grade</b>	<b>C3</b>	
<b>Reporting Lines</b>	<b>Reports to</b>	<b>Site Manager</b>
	<b>Direct Reports</b>	<b>N/A</b>

### Aim of the role

As a Trainee Assistant Site Manager, you will work and learn on site with the Construction teams delivering houses to programme.

### Responsibilities and Duties

- Responsible for planning and co-ordinating both temporary and permanent site set ups/ compounds
- Manage a build programme aligned with output, ensuring all new homes are produced to a consistently high standard
- Participate in the selection and procurement of supply chain, cost reviews and implement actions arising
- Assist with managing all directly employed staff and sub-contractors to enable production objectives are achieved
- Be prepared to accept responsibility as and when deputised by the Site Manager
- Take control of own learning and development

### Knowledge Skills and Experience

- Possess some industry specific experience
- Commercially aware with excellent organisational skills
- Great communicator, self-motivated and customer focussed

<b>Our Values</b>	
<b>Collaborative</b>	Act as one team Communicate Assume everyone has the best intentions Find a shared solution
<b>Trusted</b>	This starts at the top Ensure everyone feels valued Say what you mean, do what you say Be open and honest
<b>Focused</b>	Make sure we deliver Be present in the process Be thorough and disciplined Understand the end goal