**ROLE PROFILE**

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| **Function** | **Construction** | |
| **Job Title** | **Trainee Assistant Site Manager** | |
| **Grade** | **C3** |  |
| **Reporting Lines** | **Reports to** | **Contracts Manager** |
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|  | **Direct Reports** | **N/A** |

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| **Aim of the role**  As a Trainee Assistant Site Manager, you will work closely with the Site Manager to gain an understanding and begin to contribute to the delivery of building quality homes to a programme by taking responsibility for the following duties:  **Responsibilities and Duties**   * Gain an understanding of all aspects of “quality” and assist the Site Manager and Assistant Site Manager with inspecting properties to ensure that all new homes are produced to a consistently high standard. * Gain an understanding of Health & Safety requirements on site, assisting the site team with inspections and ensuring that good Health & Safety practices are observed. * Develop an understanding of the customer journey and support the site team to deliver in line with it. * Interaction with directly employed site staff and sub-contractors to support the delivery of daily work activities. * Take control of own learning and development.   **Knowledge Skills and Experience**   * Excellent organisational and time management skills * Great communicator, self-motivated and customer focussed * Desire and willingness to learn on the job * Self-motivated, resilient, diligent, ambitious, creative and problem-solving skills * Show initiative and possess a “can do” attitude with a “problem identification - solution proposal” approach * Team player, but able to work alone as required * Confident and assertive * An interest in building and construction * Full UK driving licence |

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| **Our Behaviours - Contributor** | |
| Trust and Integrity | * Maintains confidentiality * Acts in a way that builds trust and confidence * Treats everybody with dignity and respect |
| Enable and Support | * Develops positive working relationships with colleagues * Respects the views and opinions of others * Takes pride in the work they deliver as a team |
| Inspirational and Motivational | * Self-motivated * Has a positive impact on others * Solution focussed * Strives for continuous improvement |
| Self-aware and resilient | * Practices self-reflection * Reflects on own strengths and areas of development; seeks to make positive changes * Awareness of personal limits and sets boundaries * Understands the impact of their behaviour on others and seeks to have a positive impact |
| Purposeful and Decisive | * Considers the bigger picture * Knows when to say no and when to escalate * Committed to delivering objectives * Prioritises workload |

