**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
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| 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
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| Inspirational and Motivational | * Self-motivated
* Has a positive impact on others
* Solution focussed
* Strives for continuous improvement
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| 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
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| Purposeful and Decisive | * Considers the bigger picture
* Knows when to say no and when to escalate
* Committed to delivering objectives
* Prioritises workload
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