

## ROLE PROFILE

<b>Function</b>	<b>Construction</b>	
<b>Job Title</b>	<b>Assistant Site Manager</b>	
<b>Grade</b>	<b>C4</b>	
<b>Reporting Lines</b>	<b>Reports to</b>	<b>Site Manager</b>
	<b>Direct Reports</b>	<b>Site Team and Subcontractors</b>

### Aim of the role

You will assist the Site Manager in managing the development of the site through to completion, ensuring that programme quality and cost targets are achieved in accordance with the build programme, through the effective management of the site team and sub-contractors.

### Responsibilities and Duties

- Support the Site Manager in coordinating trades, and directing labour and materials to meet the production programme
- Work in conjunction with the Sales Team to ensure that regular Build/Sales meetings are attended, all Build/Sales procedures are adhered to, and inspections of all show homes are carried out
- Accept responsibility for such duties and responsibilities as the Site Manager may determine; and as and when required, deputise for the Site Manager
- Support the Site Manager in ensuring that the on-site Construction team is fully resourced and well-directed, with clear guidelines to their own job responsibilities
- Provide full support to site workers in achieving their job responsibilities through communication, training and development, and the organisation of the site's workload and resources
- Be responsible for delivering excellent customer service in line with company guidelines
- Implement and comply with Safety, Health, and Environment policy and procedures, all legal requirements, and established best practice
- Develop an organisational culture within projects that embodies the company values
- Establish and maintain the best relationship with the client, through and beyond construction to satisfactory completion, and deliver improved value to the client and company

### Knowledge Skills and Experience

- Experience of working within established build programmes
- Assertive to ensure delivery of targets by the on-site team and trades/labour
- Ability to prioritise tasks to meet changing business needs
- A member of the Chartered Institute of Builders and/or qualified to NVQ level in Construction Management. Or a time served tradesman with considerable experience of the full range of construction trades
- In depth knowledge of all aspects of the construction trade and the relevant legislative requirements e.g. Health and Safety, NHBC requirements and Building Regulations
- Good knowledge, understanding and experience of dealing with all issues relating to Customer Service
- You must hold a full UK Driving Licence

Our Values	
<b>Collaborative</b>	<ul style="list-style-type: none"> <li>Act as one team</li> <li>Communicate</li> <li>Assume everyone has the best intentions</li> <li>Find a shared solution</li> </ul>
<b>Trusted</b>	<ul style="list-style-type: none"> <li>This starts at the top</li> <li>Ensure everyone feels valued</li> <li>Say what you mean, do what you say</li> <li>Be open and honest</li> </ul>
<b>Focused</b>	<ul style="list-style-type: none"> <li>Make sure we deliver</li> <li>Be present in the process</li> <li>Be thorough and disciplined</li> <li>Understand the end goal</li> </ul>