

## ROLE PROFILE

<b>Function</b>	<b>Construction</b>	
<b>Job Title</b>	<b>Site Manager</b>	
<b>Grade</b>	<b>M1</b>	
<b>Reporting Lines</b>	<b>Reports to</b>	<b>Project Manager/ Contracts Manager</b>
	<b>Direct Reports</b>	<b>Site Operatives</b>

### Aim of the role

Reporting to the Contracts Manager you will be responsible for managing the construction of a development, including all associated pre and post housebuilding works. Ensuring that targets are met regarding Health and Safety, delivery to build programme quality, customer service and cost.

### Responsibilities and Duties

- Ensuring compliance on site to the company Health and Safety standards and processes, NHBC standards, building regulations and overall quality standards
- Co-ordinating labour and resources on site to deliver the build programme, and to proactively schedule in trades to ensure optimum delivery
- Undertaking company directed quality control procedures to rectifying any defects so as not to incur additional cost, time delays, or reduction in the final quality
- Monitoring and controlling the cost of production, and approving payment to contractors and trades where appropriate
- Initiating and attending plot inspections with the Local Building Inspector or NHBC, taking corrective action to ensure a minimum of RI's/BRI's
- Carrying out toolbox talks or similar on-site briefings
- Liaising proactively with other internal departments, external suppliers and partners to ensure the build programme is achieved
- Working with sales through regular meetings to ensure a smooth and controlled delivery of homes for customers
- To deliver a high standard of site presentation at all times
- Carrying out New Home Demo with the Sales Advisor and customer(s) to give a good demonstration of the home, answering any questions, and rectifying any issues before Legal Completion
- With the support of the Contracts Manager, ensure the on-site construction team is fully resourced and well-directed, with clear guidelines to their own job responsibilities, and are provided with full support in achieving these
- Showing a good behavioural example in all aspects of health and safety, organisation, conduct, quality of work, and professionalism

### Knowledge Skills and Experience

- Extensive experience of working to an established build programme and managing key priorities on some challenging sites
- Proven ability to consistently deliver weekly targets through proactive organisation of the labour force, and promoting a team working ethic
- Excellent communicator and influencer of people to gain commitment and compliance, and to drive delivery
- Demonstrated good leadership and assertive skills to ensure optimum delivery to the highest quality standards on site
- Ability to prioritise tasks proactively to anticipate and meet changing business needs
- Ability to demonstrate a strong problem-solving ethic, and the ability to get to the root cause of a problem
- A member of the Chartered Institute of Builders and/or qualified to NVQ level 5 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 construction and housebuilding, and the relevant legislative requirements e.g. Health and Safety, NHBC requirements and Building Regulations
- A thorough knowledge and well-rounded experience of dealing with customers and potential customers in all aspects, such as the giving of information and advice, resolving any customer issues, confirming company procedures etc

Our Values	
<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