**ROLE PROFILE**

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| **Function** |  **Construction** |
| **Job Title** | **Site Manager** |
| **Grade** | **M1** |  |
| **Reporting Lines** | **Reports to** | **Contracts Manager** |
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|  | **Direct Reports** | **Site Operatives** |

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| **Aim of the role**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*** Manage a construction site, to ensure the development is completed on time, to specification and safety regulations, while complying with company and construction build and quality standards.
* Co-ordinating labour and resources on site to deliver the build programme, and to proactively schedule in trades to ensure optimum delivery
* Ensure all quality and safety inspections are within quality control standards and carried out in accordance with company guidelines.
* 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
* Facilitate communication and coordinate activities with external third-parties, such as warranty provider, local authorities and utility companies to ensure achievement of the build programme.
* Maintaining accurate records for the development including but not limited to, Staff Inductions, Health, Safety and Environment, timesheets, incident reports, quality control checklists.
* Ensure materials are called off in a timely manner and checked and stored in accordance with company guidelines.
* Direct and supervise activity of the workforce, including all subcontractors, to ensure works are completed on time, to the desired quality standards and within budget.
* Work cohesively with other departments across the Company such as Sales and Customer Care to ensure achievement of targets, for example prompt resolution of customer care issues and timely updates relating to plot progress.
* 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
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**Skills, Knowledge & 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
* Understanding of the NHBC or /LABC/Premier standards
* Understanding of Health, Safety and Environmental legislation
* Valid First Aid at Work Certificate
* Valid Scaffold Inspection certificate
* SMSTS Certified
* An understanding of Part L, and Part M going forward
* A collaborative and responsible member of a team, able to take accountability for work
* Great verbal and written communication skills.
* Ability to multi-task with good time management.
* Proficient IT skills – Office, Word, Excel
* Full UK Driving licence

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| **Our Key Pillars**  |
| **Customer Focus** | * Every decision we make revolves around delighting our customers
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| **Passion for Building** | * We approach each project with unwavering enthusiasm
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| **Sustainability** | * Understanding our environmental footprint by incorporating eco-friendly practice and materials into our communities
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| **Lasting Community** | * We create communities with a sense of belonging and a legacy for generations to come
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| **Belief in Better** | * We are committed to delivering homes that are the definition of excellence
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