

ROLE PROFILE

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

Aim of the role

Manage 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 care, and cost.

Responsibilities and Duties

- Ensuring compliance on site at all times 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 on larger developments, and to proactively schedule in trades to ensure optimum delivery
- Undertaking company directed quality control procedures and inspections at the correct timings and 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 to influence, gain commitment, and to drive best practice
- To display a proactive approach to mitigating risk, build sequencing, and overall quality on site
- Liaising proactively with other internal departments, external suppliers and partners to ensure the build programme is achieved
- Working with Sales through regular build/ sales meetings to ensure smooth and controlled delivery of homes for customers
- To deliver a high standard of site presentation at all times
- Carrying out New Home Demos 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 in terms of communication, training and development, and the organisation of the site's workload and resources
- 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	
Collaborative	Act as one team Communicate Assume everyone has the best intentions Find a shared solution
Trusted	This starts at the top Ensure everyone feels valued Say what you mean, do what you say Be open and honest
Focused	Make sure we deliver Be present in the process Be thorough and disciplined Understand the end goal