**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 residential development including all associated pre and post housebuilding works. Ensuring that targets are met regarding Health and Safety, delivery against the 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.
* 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.
* Co-ordinating labour and resources on site to deliver the build programme, and to proactively schedule in trades to ensure optimum delivery
* 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
* 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.
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| **Skills, Knowledge & Experience*** NVQ Level 6 in Construction Site Management or equivalent
* CSCS – Black Management/White Academic
* SMSTS
* First Aid at Work
* BREGS or willingness to achieve in probation period
* Fire Safety for low-rise flats and housing or willingness to achieve during probationary period
* Environment Supervision in Construction Training – SSP (SEATS)
* Understanding of the NHBC or /LABC/Premier standards
* Experience of working to an established build programme
* Proven ability to consistently deliver weekly targets through proactive organisation of the labour force, and promoting a team working ethic
* Managing Contractor agreements and liaising with Contractor Supervisors
* 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
* Excellent communicator and influencer of people to gain commitment and compliance, and to drive delivery
* Leadership skills to ensure optimum delivery to the highest quality standards on site
* Proven history and well-rounded experience of dealing with customers and potential customers, giving information and advice or resolving any customer issues and confirming company procedures within residential housebuilding
* Proficient IT skills – Office, Word, Excel
* Hold a Full UK Drivers 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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