**ROLE PROFILE**

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| **Function** | **Construction** | |
| **Job Title** | **Assistant Site Manager** | |
| **Grade** | **C4** |  |
| **Reporting Lines** | **Reports to** | **Contracts Manager** |
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|  | **Direct Reports** | **Site Team and Subcontractors** |

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| **Aim of the role**  To assist the Site Manager in managing the construction of a residential development through to completion, ensuring that programme quality and cost targets are achieved in accordance with the build programme. By effectively coordinating the site team, sub-contractors and resources as well as working with the Sales team, meeting customer expectations.  **Responsibilities and Duties**   * Implement and comply with Safety, Health, and Environment policy and procedures, all legal requirements, and established best practice * Support the Site Manager in coordinating trades, and directing labour and materials to meet the production programme * 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 * 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 * Establish and maintain the best relationship with the customer, through and beyond construction to satisfactory completion, and deliver improved value to the client and company * Be responsible for delivering excellent customer service in line with company guidelines * Reinforce an organisational culture within projects that embodies the company values * Accept responsibility for such duties and responsibilities as the Site Manager may determine; and as and when required, deputise for the Site Manager   **Knowledge Skills and Experience**   * NVQ Level 4 in Construction Site Management or equivalent * CSCS – Gold supervisor * SMSTS * First Aid at Work * Scaffold Inspection Basic - CISRS * 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) * Experience of working to an established build programme * Coordination and supervision of a site based labour force * Successfully working to delivery targets within residential development * Ability to prioritise tasks to meet changing business needs * 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 issues relating to Customer Service * 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 |
| **Passion for Building** | * We approach each project with unwavering enthusiasm |
| **Sustainability** | * Understanding our environmental footprint by incorporating eco-friendly practice and materials into our communities |
| **Lasting Community** | * We create communities with a sense of belonging and a legacy for generations to come |
| **Belief in Better** | * We are committed to delivering homes that are the definition of excellence |