



# SITE MANAGER



## ABOUT THE ROLE

To take responsibility for phase or development within the geographical area of the Division they are employed in and to oversee associated construction teams to provide a quality product efficiently, safely and professionally; within set budgets and agreed timescales to the Redrow standards. A Site Manager must be organised, focused, have good time management and relevant experience.

Reports to: Area Construction Manager or Site Project Manager

Responsible for: Assistant Site Managers, Trainee Site Assistants, Site Operatives, Forklift Drivers, Maintenance Technicians and Apprentices

## KEY RESPONSIBILITIES

### 1. Health, Safety & Environment

- Comply with responsibilities as laid down in the Group's Health, Safety & Environment Policy 'Roles and Responsibilities' and ensure compliance from the site team
- Carry out weekly inspections
- Continuous monitoring of HS&E on the development
- Ensure that all relevant HS&E paperwork and inspections are completed fully and on time
- Accompany the HS&E inspector on their site inspections (HSEAI)
- Ensure that the Construction Phase Health, Safety & Environment Plan (CPHSEP) and the Compliance Register are up to date

### 2. Project Planning

- Create a two week programme and communicate to the Assistant Site Manager and Trainee Site Assistant along with sub-contractors
- Ensure all materials are called off in a timely manner
- Co-ordinate sub-contractors and utility companies

- Ensure that progress recording is up to date

### **3. Quality**

- Monitor and inspect quality and presentation to ensure that the highest standards are being achieved and encourage continuous improvement
- Ensure that National House Building Council Key Stage Inspections are being carried out as required and monitor Reportable Items (RIs) and Builder Responsible Items (BRIs)
- Ensure that all Red SMI inspections are completed and all items are closed down/resolved on the Inspection Portal

### **4. Leadership**

- Motivate, support and guide the site team
- Recognise and encourage excellent performance
- Ensure that sub-standard performance is identified and remedied early via training, support (improvement plans) or disciplinary action as appropriate
- Carry out annual appraisals where necessary

### **5. Waste Management**

- Responsible for monitoring the Group's waste management policy on their development and ensure compliance from the site team and the sub-contractors

### **6. Customer Service**

- Ensure full understanding of the customer journey both pre and post legal completion and ensure the site teams are adhering to this
- Monitor customer survey results and surveys that are due in
- Monitor the Inspection Portal and the usage of Red SMI by the site team
- Encourage the site team to reach Zero Defects on handovers

### **7. Meetings**

- Chair the following meetings: (i) weekly sub-contractor meetings
- Attend the following meetings: (i) Project Review Meeting (PRM); (ii) weekly build / sales meetings on site; (iii) build / sales at the divisional head office when required; (iv) Housing Association meeting (HA); (v) hard hat visit with the customer and a member of the Sales team at First Fix (or a member of the site team); and (vi) home preview with the customer and a member of the Customer Service team prior to completion (or a member of the site team)
- Attend the following meetings where needed: (i) Cost To Complete (CTC); (ii) Cost Variance Control (CVC); and (iii) community meeting
- Take the lead on site when a Director visit is taking place

### **8. Working Relationships – Internal**

- Divisional departments
- Group functions (L&D, IT, HS&E, HR)

### **9. Working Relationships – External**

- Build good working relationships with: Considerate Constructors Scheme (CCS), sub-contractors, consortium site representatives, the Housing Association (HA), local stakeholders, National House Building Council / Local Authority Building Control, suppliers, service / utility companies
- Also ensure working relationships are maintained with: consultants, Health & Safety Executive (HSE), Datum Pro, the local authority (LA), Environment Agency (EA) / Natural Resources Wales (NRW)

#### **10. Cost Control**

- Monitor pre-lims against budget
- Monitor Variation Orders (VOs) and Contra Charges by the team
- Complete time sheets for site teams accurately

#### **11. General**

- Monitor GDPR compliance with the site team

### **THE PERSON**

What kind of person are we looking for?

- Calm, understanding and empathetic approach to situations
- Proven experience of managing others through good communication
- Experience within the construction industry is essential
- Able to delegate work appropriately
- Flexible approach to dealing with issues and challenges
- Focused
- Literate in the use of IT
- Good level of interpersonal skills
- Able to plan and organise effectively to meet tight timescales
- Resilient in the face of challenging situations and deadlines
- Manages time effectively to ensure that deadlines are met
- Hold the relevant CSCS Card/qualification or willing to obtain

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.