

## JOB DESCRIPTION

<b>Job Title:</b>	Assistant Site Manager
<b>Reports to:</b>	Site Manager
<b>Accountable to:</b>	Divisional Head of Construction
<b>Job Purpose:</b>	To ensure the correct completion of works is carried out on housing developments and that working methods are performed correctly and to actively encourage safe working practices on site.
<b>Responsibilities:</b>	
<b>Staff:</b>	Assists the Site Manager with these responsibilities
<b>Scope:</b>	<p>The Construction Department in a Homes Division is responsible for the division's developments which will vary from time to time including, any of Redrow's product range ; ensuring construction of a quality product, safely, within agreed budgets and timescales and works particularly closely with the Sales Department to ensure Customer satisfaction.</p> <p>The Department also ensures the company's policy on Health &amp; Safety and the requirements of Health &amp; Safety Legislation are met and safe working practices are actively encouraged.</p> <p>A very active role based on a construction site working under the direction of the Site Manager. To ensure we achieve customer satisfaction and cost/quality control.</p>

### Key Responsibilities:

1. To comply with the Redrow Homes Build Policy and Procedures.
2. Working with the Site Manager, supervise all sub-contractors and trades.
3. Co-ordination of sub-contractors and material deliveries to assist the Site Manger in ensuring an efficient method of build, to the required build quality and build programme.
4. Scheduling work to be carried out to ensure production targets are achieved and high quality of product is maintained.
5. To ensure working methods are performed correctly.
6. Comply with Assistant Site Manager's responsibilities as laid down in the Group's Health, Safety & Environment Policy, complete the relevant documentation on a weekly/monthly basis and encourage safe working practices on site.
7. At all times comply with company policies, procedures and instructions.
8. Liase with Sales department and customers to ensure the highest possible Customer Care performance/ satisfaction and complete all relevant inspections and documentation.
9. Contribute to improving the business, protecting and enhancing the reputation of the company, by putting forward new ideas and, when requested to do so, implementing change.

### Working Relationships:

Effective working relationships are an essential part of daily working life.

The focus in this role is both:-

Internal:	Colleagues within the Homes Division; and Group Health & Safety Department; and
External:	Sub-contractors, suppliers, Utility Providers, NHBC, Local Authority Building Control, HSE and Purchasers.

**These are illustrative duties and the post 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.**