

## JOB DESCRIPTION

<b>Job Title:</b>	Site Manager
<b>Reports to:</b>	Area Construction Manager
<b>Accountable to:</b>	Divisional Head of Construction
<b>Job Purpose:</b>	To establish and manage a site workforce capable of constructing the Redrow product in a safe and diligent manner, to the highest possible standard, on time and in line with predetermined cost.
<b>Responsible for:</b>	
<b>Staff:</b>	Assistant Site Manager, Labourer, Forklift Driver, Apprentices Sub-Contractors and Utility Providers.
<b>Scope:</b>	<p>The Construction Department in an Homes Division is responsible for the Divisions 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>The jobholder is responsible for effectively managing and controlling all aspects of the build process on a development, as specified.</p>

### Key Responsibilities:

1. To comply with the Redrow Homes Build Policy and Procedures.
2. Supervise and co-ordinate staff, Sub-Contractors, material suppliers and Utility providers to ensure an efficient method of build to the required build quality and build programme.
3. Scheduling work to be carried out to ensure production targets are achieved and high quality of product is maintained.
4. Ensure that production targets are met whilst producing the highest quality of product and ensuring costs are kept within budget.
5. Effective daily use of appropriate company Information Systems and databases.
6. Comply with Site Managers responsibilities as laid down in the Group's Health, Safety & Environment Policy and complete the relevant documentation on a weekly/monthly basis.
7. At all times comply with company policies, procedures and instructions.
8. Liaise with Sales department and customers to ensure the highest possible Customer Care performance/ satisfaction and complete all relevant inspections and documentation.
9. Direct liaison with Sales, Technical and Commercial departments ensuring that up to date records of all site activities are retained, thereby achieving cost/quality control; and report on the same to Contracts Managers/Construction Director.
10. Lead, motivate, communicate with, develop, appraise and performance manage staff to ensure staff are fully motivated to achieve best performance to meet the company's needs.
11. 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 Operating Division; and Group Health & Safety Department; and

External:              Sub-contractors, suppliers, Utility Providers, NHBC, Local Authority Building Control, HSE and Customers.

**Decision making authority:**

To manage the construction process of all new homes in an efficient manner thus ensuring that costs are kept within budget.

Assist in recruiting site staff.

**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.**