

## JOB DESCRIPTION

<b>Job Title:</b>	Divisional Construction Director
<b>Reports to:</b>	Managing/Regional Director
<b>Accountable to:</b>	Managing/Regional Director
<b>Job Purpose:</b>	To be the Head of Construction and manage the Construction Team to provide a quality product efficiently, safely and professionally; within set budgets and agreed timescales, ensuring highest levels of customer satisfaction.
<b>Responsible for:</b>	
<b>Staff:</b>	Area Construction Manager Site Managers/Assistant Site Managers/Trainee Site Assistant (through Area Construction Manager) Site personnel (through Site Managers)
<b>Scope:</b>	<p>The Construction Department in a 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 job holder also liaises with other Departments, particularly Sales on a regular basis, in order to review and comment on a range of construction issues from potential sites through to existing developments.</p>

### Key Responsibilities

#### 1. Management of the Business

- In accordance with corporate responsibility for the business, work effectively as part of the senior management team and take a "whole company" perspective to managing issues.
- The job holder has corporate governance responsibilities which extend across all business areas and which require the job holder to actively promote best practice throughout the company.
- The job holder, with fellow Directors has corporate responsibility for the management of the company; including the general running of the company, setting budgets, minimising risks, maximising opportunities, achieving the company's targets; and seeking to positively influence the progression and growth of the company.

#### 2. Management of the Department

- Responsible for effectively managing the Divisions Construction function to ensure best practices are followed, costs are controlled, the Department maximises revenue generation and contribution to the company's operating profit and increases the value added to the company.

### 3. **Project Planning**

- In conjunction with Managing/Regional Director, agree direction of build and locations for compounds and storage.
- Identify critical path issues such as services and put plans in place to meet key dates.
- Identify in advance a schedule of information required to meet the build programme and circulate as necessary.

### 4. **Build Programme**

- In conjunction with Managing/Regional Director, produce build programmes and monitor and review in conjunction with Area Construction Managers to ensure adherence to programmes.
- Liaise with the Head of Commercial on the appointment of suitable sub-contractors and suppliers to ensure adequate resources and expertise to achieve required quality within agreed timescales.
- Liaise with the relevant Head of Sales to ensure up to date understanding of Sales Exchange and Completion targets in the area in order to ensure the Build Programme optimises revenue generation for each development.

### 5. **Build Quality**

- Monitor and inspect developments regularly to ensure that all quality control procedures are being adhered to and that the highest standards of build are being achieved and reflected in good NHBC Audit results.
- Visit each site at least once a month.

### 6. **Build Costs**

- Liaise with the Heads of Commercial and Finance to ensure site and build costs are being controlled within budget. Attend all cost value comparison meetings to review costs and take necessary action to rectify variances.
- Review all extra over costs and variation orders to minimise cost whilst ensuring programme and quality is achieved.

### 7. **Staff**

- Ensure the right quantity and calibre of staff are recruited; and in accordance with company policy and procedures.
- Lead, motivate, communicate with, develop, appraise and performance manage staff to ensure they are fully motivated to achieve best performance to meet the company's needs.
- Ensure the Department runs in accordance with Company Policies and Procedures.
- Ensure that poor performance is not tolerated and is remedied via support, training or disciplinary action as appropriate.
- Recognise and encourage excellent performance.

### 8. **Health & Safety**

- Comply with responsibilities as laid down in the Group's Health, Safety & Environment Policy in order to ensure a safe working environment for employed, sub-contractors and members of the public.
- Ensure compliance with the same, throughout the Department.
- Review specific training needs with the Health & Safety Manager and ensure appropriate training throughout the Area Team.

### 9. **Customer Satisfaction**

- Monitor and continually review the quality being produced to ensure that at all stages of construction the highest standards are being achieved.

- In liaison with Sales and Technical colleagues, review services to customers, both pre and post completion, with Contracts Managers and Customer Care Manager; and together with a quality product deliver the highest standard of customer satisfaction.

#### 10. Meetings

- Attend weekly Build and Sales meeting and keep the management team fully informed of site issues and progress
- Prepare papers for inclusion in Company Board Pack, present current issues at Board Meetings and be involved in discussing and influencing all aspects of the business
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#### **Working Relationships:**

Effective working relationships are an essential part of daily working life. The focus in this role is both:-

Internal: All colleagues within the Homes Division and relevant Group functions; and  
 External: Contractors, Suppliers, Purchasers, Building Control Inspectors, NHBC, H&S Executive

#### **Decision Making Authority:**

Build costs, within budget

Build rate, within build programme

WIP in consultation with Heads of Finance and Commercial Departments.

Site Management Bonus targets

Site Budgets

**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.**