

## JOB DESCRIPTION

<b>Job Title:</b>	Area Construction Manager
<b>Reports to:</b>	Divisional Head of Construction
<b>Accountable to:</b>	Divisional Head of Construction
<b>Job Purpose:</b>	To take responsibility for an identified geographical area of operation within operating Division and to manage the relevant Construction Team to provide a quality product efficiently, safely and professionally; within set budgets and agreed timescales, and delivering high standards of customer service. The job holder will also deputise as appropriate for the Head of Construction.
<b>Responsible for:</b> <b>Staff:</b>	Site Managers/Assistant Site Managers/Trainee Site Assistants/Site personnel (through Site Managers)
<b>Scope:</b>	<p>The Construction Department in a Homes Division is responsible for the company's developments which will vary from time to time, including any of Redrow's product range and both greenfield and brownfield locations; ensuring construction of a quality product, safely, within agreed budgets and timescales and works particularly closely with the Area Sales Manager to ensure customer satisfaction.</p> <p>The Department ensures the company's policy on Health and Safety and the requirements of Health and 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

The job holder is responsible for effectively managing the Area Construction function to ensure best practices are followed, costs are controlled, the area maximises revenue generation and contribution to the company's operating profit and increases the value added to the company.

The job holder will deputise as required for the Head of Construction, eg attending meetings and dealings with any staff issues (in close liaison with Human Resources).

#### 1. **Project Planning**

- In conjunction with Head of Construction, 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.

#### 2. **Build Programme**

- In conjunction with Head of Construction, produce build programmes and monitor and review in conjunction with Site Managers to ensure adherence to programmes. This includes a minimum of weekly visits to site.
- Liaise with the Commercial Department 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 Sales team 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.

- Ensure all staff on site are aware of site duration, the first expected income and the prelim allowance on each development.
- Identify any issues affecting programme delivery within the area and resolve to meet required timescales.
- Monitor level of work in progress and materials on site working closely with site surveyor.

### 3. **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 weekly.

### 4. **Build Costs**

- Ensure full awareness of site budget and monthly valuations carried out on each development.
- Ensure full awareness of what each sub-contractor has priced against each Trade Specification.
- Meet each sub-contractor at a pre-let stage together with Site Surveyor to establish that all items of work are covered within the tender price.
- Liaise with the Commercial team to ensure site and build costs are being controlled within budget. Attend Cost Value Comparison meetings as required 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.

### 5. **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 Area Team 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.
- Assist in recruitment of site management and weekly staff and ensure new starter's Induction Plans are reviewed and completed within laid down timescales.
- Liaise with Head of Construction and Human Resources on all employment issues.
- Recognise and encourage excellent performance.

### 6. **Health & Safety**

- Before a site commences prepare a layout of the new development showing traffic management plans, security of the site and protection of the public.
- 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.
- Carry out monthly inspections of each site plus quarterly inspections with Regional Health and Safety Manager.
- Review specific training needs with the Health & Safety Manager and ensure appropriate training throughout the Area Team.

### 7. **Waste Management**

- Responsible for implementing the Group's waste management policy across all developments with the specified regional area.

### 8. **Customer Service**

- Ensure full understanding of Policy and Procedures both pre and post legal completion.
- 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 the Head of Construction, review services to customers, both pre and post legal completion, to deliver the highest standard of customer satisfaction.
- Ensure fully aware of each months customer survey results and discuss with the relevant site teams picking up on any trends, both positive and negative.

9. **Meetings**

- Attend weekly Build and Sales meeting as required and keep the management team fully informed of site issues and progress and assist in closing down issues and providing support.
- Attend CVC meetings as required.
- Attend Build/Technical meetings as required.
- Attend regular meetings with the Sales Managers including joint visits of all show homes and marketing suite areas.

**Working Relationships:**

Effective working relationships are an essential part of daily working life. This role requires the job holder to be a strong team player and team builder to ensure all targets are achieved.

Internal:           Colleagues within the Division and relevant Group functions  
                           Maintaining an affective working relationship with Area Sales Manager is essential in order to achieve company targets and ensure the highest levels of customer satisfaction; and

External:           Contractors, Suppliers, Purchasers, Building Control Inspectors, NHBC, Health & Safety Executive.

**Decision Making Authority:**

Site Masterplan Programme/Pre Land Acquisition  
 Build Programmes  
 WIP in consultation with Head of Construction  
 Site Management Bonus targets  
 Site Budgets  
 Build costs, within budget.  
 Build rate, within build programme.

**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.**