



# TRAINEE SITE ASSISTANT



## ABOUT THE ROLE

To assist the Site Manager and Assistant Site Manager on a phase or development within the geographical area of the Division they are employed in to provide a quality product efficiently, safely and professionally; within set budgets and agreed timescales to the Redrow standards.

The Trainee Site Assistant is encouraged to spend their time on site working through their matrix to learn and experience all elements of being an Assistant Site Manager and a Site Manager. The role involves shadowing others, carrying out tasks with and without guidance, learning and additional reading and becoming responsible for certain elements. It is essential that they are flexible and carry out what the Site Manager and Assistant Site Manager require of them. They must be flexible, positive, a good team player, organised and driven.

Reports to: Site Manager and/or Assistant Site Manager

## KEY RESPONSIBILITIES

### 1. Health, Safety & Environment

- Comply with responsibilities as laid down in the Group's Health, Safety & Environment Policy 'Roles and Responsibilities'
- Continuous monitoring of HS&E on the development

### 2. Project Planning

- Ensure that any programmes issued are being followed and everything is on schedule

### 3. Quality

- Monitor and inspect quality and presentation to ensure that the highest standards are being achieved and encourage continuous improvement

### 4. Customer Service

- Ensure full understanding of the customer journey both pre and post legal completion

## 5. Waste Management

- Monitor the Group's waste management policy on the development and ensure compliance from the sub-contractors

## 6. Meetings

- Attend the following meetings: (i) weekly sub-contractor meetings; and (ii) weekly build / sales meetings on site
- Attend the following meetings where needed: (i) hard hat visits; (ii) home preview with the customer and a member of the Customer Service team prior to completion

## 7. Working Relationships – Internal

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

## 8. Working Relationships – External

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

## THE PERSON

What kind of person are we looking for?

- Calm, understanding and empathetic approach to situations
- Able to delegate work to others through good communication
- Flexible approach to dealing with issues and challenges
- 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

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.