



# ASSISTANT SITE MANAGER



## ABOUT THE ROLE

To assist the 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. An Assistant Site Manager must be organised, a good team player, focused, able to manage their own time and have a positive attitude.

Reports to: Site Manager

Responsible for: Trainee Site Assistants, Site Operatives, Forklift Drivers, Maintenance Technicians and Apprentices.

## 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
- Ensure that all relevant HS&E paperwork and inspections are completed fully and on time
- Accompany the HS&E inspector on their site inspections if the Site Manager is not available
- Ensure that the Construction Phase Health, Safety & Environment Plan and the Compliance Register are up to date

### 2. Project Planning

- Create a two week programme and communicate to the Trainee Site Assistant along with sub-contractors
- Ensure all materials are called off in a timely manner
- Co-ordinate sub-contractors
- Ensure that progress recording is up to date

### 3. Quality

- Monitor and inspect quality and presentation to ensure that the highest standards are being achieved and encourage continuous improvement
- Ensure that National House Building Council Key Stage Inspections are being carried out as required
- Ensure that all Red SMI inspections are completed and all items are closed down / resolved on the Inspection Portal

### 4. Leadership

- Ensure that sub-standard performance is identified and remedied early via training, support (improvement plans) or disciplinary action as appropriate

### 5. Waste Management

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

### 6. Customer Service

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

### 7. Meetings

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

### 8. Working Relationships – Internal

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

### 9. Working Relationships – External

- Build good working relationships with: local stakeholders, the Housing Association, suppliers, National House Building Council / Local Authority Building Control, sub-contractors, Considerate Constructors Scheme, Health & Safety Executive, service / utility companies, Environment Agency / Natural Resources Wales

### 10. Cost Control

- Complete time sheets for site teams accurately

### 11. General

- Monitor GDPR compliance with the site team

## 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.