



# AREA CONSTRUCTION MANAGER



## ABOUT THE ROLE

To take responsibility for specific developments within the geographical area of the Division they are employed in and to oversee associated construction teams to provide a quality product efficiently, safely and professionally; within set budgets and agreed timescales to the Redrow standards. To be a link between developments and the divisional office and the group functions (L&D, IT, HS&E, HR) and to enhance the reputation of the company. An Area Construction Manager must be multifaceted and be a good communicator, a good leader and initiator along with being organised, driven and focused.

Reports to: Divisional Construction Director or Divisional Head of Construction. May also be required to deputise on occasion.

Responsible for: Project Site Managers/Project Managers and Site Managers. All other site personnel should be managed through these.

## KEY RESPONSIBILITIES

### 1. Health, Safety & Environment

- Comply with responsibilities as laid down in the Group's Health, Safety & Environment Policy 'Roles and Responsibilities' and ensure compliance from the Project Manager and/or Site Manager
- Carry out monthly Area Construction Manager inspections via the iPad app
- Assist the HS&E manager with preparing the Construction Phase Health, Safety and Environmental Plan
- Continuous monitoring of HS&E on their developments and feeding back to the Project Manager and/or Site Manager / Senior Site Manager
- Carry out a joint visit with HS&E inspector quarterly
- Book Drugs and Alcohol testing where necessary

### 2. Project Planning

- In conjunction with the Construction Director / Head of Construction; (i) set build sequence, (ii) set locations for compound/storage/silo(s), (iii) create and adjust build programmes on SBMS and communicate to the

Project Manager and/or Site Manager, and (iv) identify critical path issues that could affect the programme and put plans in place to reduce impact

### **3. Quality**

- Visit each development at least weekly
- 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 (NHBC) Key Stage Inspections are being carried out as required and monitor Reportable Items (RIs) and Builder Responsible Items (BRIs)
- Carry out monthly internal Construction Quality Reviews (CQR) and analyse NHBC CQR reports with the Project Manager and/or Site Manager / Senior Site Manager

### **4. Leadership**

- Lead, motivate, support, guide and develop the Project Manager and/or Site Manager / Senior Site Manager
- Carry out recruitment in conjunction with HR and the needs of the developments / business
- Recognise and encourage excellent performance
- Ensure that sub-standard performance is identified and remedied early via training, support (improvement plans) or disciplinary action as appropriate
- Carry out annual appraisals where necessary

### **5. Waste Management**

- Monitor the Group's waste management policy across their developments

### **6. Customer Service**

- Ensure full understanding of the customer journey both pre and post legal completion and ensure the Project Manager and/or Site Manager / Senior Site Managers are adhering to this
- Carry out Area Construction Manager handover inspection on Red SMI in conjunction with the Sales Manager and Customer Service Manager
- Monitor customer survey results and surveys that are due in
- Monitor the Inspection Portal and the usage of Red SMI on the developments
- Encourage the Project Manager and/or Site Managers to reach Zero Defects on handovers

### **7. Meetings**

- Chair the following meetings: (i) Project Review Meeting (PRM); (ii) Weekly review with the Project Manager and/or Site Manager
- Attend the following meetings: (i) Build / Sales at the divisional head office; (ii) Cost to complete (CTC); (iii) Cost variance control (CVC); and (iv) Directors site visit
- Attend the following meetings as needed: (i) Housing association meeting; (ii) Pre-development handover meeting; (iii) Site closure meeting; (iv) Divisional HS&E Leadership meeting; (v) Budget review meeting; and (vi) Community meeting

### **8. Working Relationships – Internal**

- Divisional departments

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

#### **9. Working Relationships – External**

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

#### **10. Cost Control**

- Monitor pre-lims against budget
- Monitor Variation Orders (VOs) and Contra Charges by the Project Manager and/or Site Manager

#### **11. General**

- Be a Red SMI champion for the division
- Monitor GDPR compliance with the Project Manager and/or Site Manager / Senior Site Manager
- Encourage the use of the Company's intranet "Engage" for review and sharing

### **THE PERSON**

What kind of person are we looking for?

- Calm, understanding and empathetic approach to situations
- Proven experience of coaching and guiding others through good communication
- Able to communicate clearly and effectively across multiple stakeholders
- Experience within the construction industry is essential
- Able to delegate work appropriately
- Flexible approach to dealing with issues and challenges
- Proven experience of implementing change
- Literate in the use of IT
- Able to plan and organize 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.