



# PROJECT SITE MANAGER



## ABOUT THE ROLE

To take responsibility for a multi-phase development 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. A Site Project Manager must be organised, focused, have good time management and relevant experience.

Reports to: Area Construction Manager. May also be required to deputise on occasion.

Responsible for: Site Managers, Assistant Site Managers and Trainee Site Assistants.

## 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 Site Manager, Assistant Site Manager, and Trainee Site Assistants
- Carry out monthly Area Construction Manager inspections via the iPad app
- Continuous monitoring of HS&E on the development

### 2. Project Planning

- Communicate the build programme to the Site Manager, Assistant Site Manager and Trainee Site Assistant and ensure they are producing a two-week programme
- Programme and manage any infrastructure or enabling works including those for future phases
- Identify critical path issues that could affect the development and put plans in place to reduce impact
- Ensure that the teams are aware of and meet build and legal completion dates

### 3. Quality

- Visit each phase frequently

- 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 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 team

#### **4. Leadership**

- Lead, motivate, support, guide and develop the Site Manager, Assistant Site Manager, and Trainee Site Assistants
- 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**

- Responsible for monitoring the Group's waste management policy across the phases

#### **6. Customer Service**

- Ensure full understanding of the customer journey both pre and post legal completion and ensure the Site Manager, Assistant Site Manager, and Trainee Site Assistants are adhering to this
- Carry out Area Construction Manager handover inspection on Red SMI in conjunction with the Sales Manager and Customer Service Manager when the Area Construction Manager can't attend
- Monitor customer survey results and surveys that are due in
- Monitor the Inspection Portal and the usage of Red SMI on the developments
- Encourage Site Manager, Assistant Site Manager, and Trainee Site Assistants to reach Zero Defects on handovers

#### **7. Meetings**

- Chair the following meetings: (i) weekly review with the Site Manager, Assistant Site Manager, and Trainee Site Assistants; and (ii) weekly sub-contractor meetings
- Attend the following meetings: (i) build / sales at the divisional head office when required; (ii) Project Review Meeting (PRM); and (iii) Housing Association meeting
- Attend the following meetings as needed: (i) pre-development handover meeting; (ii) Cost Variance Control (CVC); (iii) site closure meeting; (iv) divisional HS&E leadership meeting; (v) budget review meeting; and (vi) community meeting
- Take the lead on site when a Director visit is taking place

#### **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 (CCS), sub-contractors, consortium site representatives, the Housing Association (HA), local stakeholders, National House Building Council / Local Authority Building Control
- Also ensure working relationships are maintained with: consultants, the local authority (LA), Datum Pro, suppliers, Environment Agency (EA) / Natural Resources Wales (NRW), service / utility companies, Health & Safety Executive (HSE)

## 10. Cost Control

- Monitor pre-lims against budget and communicate to the Site Manager, Assistant Site Manager, and Trainee Site Assistants
- Monitor Variation Orders (VOs) and Contra Charges by the Site Manager, Assistant Site Manager, and Trainee Site Assistants

## 11. General

- Monitor GDPR compliance with the SM, ASM and TSA

## 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

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.