



# CONSTRUCTION SECRETARY



## ABOUT THE ROLE

To provide the Construction Director / Head of Construction with full secretarial support and to provide administration support to the Construction department. To work as an integral part of the team and to ensure the smooth running of the Construction department. The job holder will be providing a range of secretarial/administrative services within the department as well as providing a central point of contact within the Construction department.

Reports to: Construction Director / Head of Construction

## KEY RESPONSIBILITIES

### 1. Secretarial support

- Plan and organise the Construction Director / Head of Construction's work schedule to maximise their use of time, allowing adequate time for meetings to ensure that their day runs smoothly and they have achieved all they have planned to
- Travel planning and booking accommodation as required
- Handle all phone calls, mail and email as required by the Construction Director / Head of Construction, screening as appropriate to ensure their time is used efficiently
- Ensure that the production of typing, photocopying and emails are accurately presented in a professional style and in line with company guidelines
- Produce PowerPoint presentations as and when necessary
- Arrange meetings and seminars, ensuring as appropriate that participants have all relevant papers in advance
- Take minutes at meetings when required, transcribe and distribute accordingly
- Complete general secretarial duties for other members of the Construction department (for example, Area Construction Managers) and support other Departments as needed.

## **2. Filing**

- Manage and maintain an effective filing system (predominantly electronic) by ensuring that filing is completed on a regular basis so everything is kept up to date
- Maintain an understanding of the SBMS build and adjusting build programmes when required
- Provide information and data to Group as and when required (for example, labour returns)

## **3. Recruitment and onboarding**

- Use iTrent and Harbour to ensure that new starters are prepared and ready for their start date.
- Work closely with the divisional Senior Secretary to understand upcoming start dates within the department
- Follow the construction induction guidance to ensure that equipment/uniform/PPE are ready for all new starters and that their first week is structured

## **4. Communication**

- Issue Group information as required to the rest of the Construction Department.
- Monitor GDPR compliance with the Project Manager and/or Site Manager
- Encourage the use of the Company's intranet "Engage" for review and sharing
- Division-specific – act as the main iTunes user in order to reset iPads when necessary

## **5. Working Relationships:**

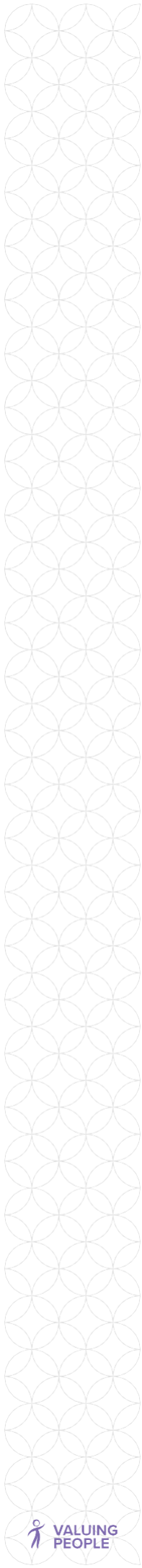
- Maintain good working relationships with the following internal stakeholders: colleagues within the operating division whether office or site based.
- Maintain good working relationships with the following external stakeholders: Construction Director / Head of Construction's key contacts in order to maintain diary efficiency

## **6. General**

- Division specific – Work closely with someone who has decision-making authority and is not office-based (for example, the Area Construction Manager) to coordinate the apprentices within the division
- Ensure familiarity with Redrow Group's Health, Safety and Environmental policies and comply with employee responsibilities.
- At all times comply with company policies, procedures and instructions.
- Contribute to improving the business, protecting and enhancing the reputation of the company, by putting forward new ideas and, when requested to do so, implementing change.

## **THE PERSON**

- Calm, understanding and empathetic
- Organised
- Able to communicate clearly and effectively to site and office personnel
- Previous secretarial or administrative experience

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- Literate in the use of IT
  - Manages time effectively
  - Able to support the Construction Director and the Area Construction Managers with their diaries and admin duties

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.