



# CONSTRUCTION MANAGER



## ABOUT THE ROLE

Working closely with the Construction Director to manage the Construction team's delivery of a quality product in an efficient, safe and professional manner; within set budgets and agreed timescales, whilst always ensuring the highest levels of customer satisfaction are achieved. They will take responsibility for overseeing the delivery of the divisional programmes to plan, conduct regular audits on safety, quality and other key metrics, whilst also ensuring the smooth running of the day-to-day construction operation.

Responsible for: No direct reports

Responsible to: Construction Director

## KEY RESPONSIBILITIES

### 1. MANAGEMENT

- Effectively manage the company's Construction function to ensure best practices are followed, costs are controlled, the department maximises revenue generation and contribution to the company's operating profit and increases the value added to the company.
- Ensure the right people are recruited to the Construction team in accordance with company policy and procedures.
- Lead, motivate, communicate with, develop, appraise and performance manage the Construction team to ensure they are all fully motivated to achieve best performance and meet the company's needs.
- Ensure the Construction team runs in accordance with company policies and procedures.
- Comply with responsibilities as laid down in the Group's Health, Safety & Environment Policy in order to ensure a safe working environment for employees, sub-contractors and members of the public. Also ensuring that the Construction team adheres to this.
- Review specific training needs and ensure appropriate training throughout the Construction team.

### 2. PROJECT PLANNING

- In conjunction with the Managing Director and Construction Director, agree direction of build and locations for compounds and storage.
- Identify critical path issues such as services and put plans in place to meet key delivery dates.
- Identify in advance a schedule of information required to meet the build programme and circulate as necessary.

### **3. BUILD PROGRAMME**

- In conjunction the Managing Director and Construction Director, produce build programmes, and monitor and review them in conjunction with the Area Construction Managers to ensure adherence to programmes and timescales.
- Liaise with the Commercial Director on the appointment of suitable sub-contractors and suppliers to ensure adequate resources and expertise to achieve required quality within agreed timescales.
- Liase with the Sales Director to ensure up-to-date understanding of Sales Exchange and Completion targets in order to ensure the Build programme optimises revenue generation for each development.
- Monitor and inspect developments regularly (visiting each site at least once per month) to ensure that all quality control procedures are being adhered to and that the highest standards of build are being achieved.
- Liaise with the Commercial Director and Finance Team to ensure site and build costs are being controlled within budget. Attend all Cost Value Comparison meetings to review costs and take necessary action to rectify variances.

### **4. CUSTOMER**

- Monitor and continually review the quality of product being produced to ensure that the highest standards are being achieved at all stages of construction.
- In liaison with Sales and Technical colleagues, review services to customers, both pre and post completion, with the Area Construction Managers and the Customer Services Managers.

### **5. GENERAL**

- Attend weekly Build and Sales meeting and keep the management team fully informed of site issues and progress.
- Prepare papers for inclusion in the Company Board Pack, present current issues at Board Meetings and be involved in discussing and influencing all aspects of the business.

## **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.