



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

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- 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.