



SITE MANAGER



ABOUT THE ROLE

To take responsibility for phase or 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 Manager must be organised, focused, have good time management and relevant experience.

Reports to: Area Construction Manager or Site Project Manager

Responsible for: Assistant Site Managers, Trainee Site Assistants, Site Operatives, Forklift Drivers, Maintenance Technicians and Apprentices

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 team
- Carry out weekly inspections
- Continuous monitoring of HS&E on the development
- Ensure that all relevant HS&E paperwork and inspections are completed fully and on time
- Accompany the HS&E inspector on their site inspections (HSEAI)
- Ensure that the Construction Phase Health, Safety & Environment Plan (CPHSEP) and the Compliance Register are up to date

2. Project Planning

- Create a two week programme and communicate to the Assistant Site Manager and Trainee Site Assistant along with sub-contractors
- Ensure all materials are called off in a timely manner
- Co-ordinate sub-contractors and utility companies
- Ensure that progress recording is up to date

3. Quality

- 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)
- Ensure that all Red SMI inspections are completed and all items are closed down/resolved on the Inspection Portal

4. Leadership

- Motivate, support and guide the site team
- 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 on their development and ensure compliance from the site team and the sub-contractors

6. Customer Service

- Ensure full understanding of the customer journey both pre and post legal completion and ensure the site teams are adhering to this
- Monitor customer survey results and surveys that are due in
- Monitor the Inspection Portal and the usage of Red SMI by the site team
- Encourage the site team to reach Zero Defects on handovers

7. Meetings

- Chair the following meetings: (i) weekly sub-contractor meetings
- Attend the following meetings: (i) Project Review Meeting (PRM); (ii) weekly build / sales meetings on site; (iii) build / sales at the divisional head office when required; (iv) Housing Association meeting (HA); (v) hard hat visit with the customer and a member of the Sales team at First Fix (or a member of the site team); and (vi) home preview with the customer and a member of the Customer Service team prior to completion (or a member of the site team)
- Attend the following meetings where needed: (i) Cost To Complete (CTC); (ii) Cost Variance Control (CVC); and (iii) 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, suppliers, service / utility companies
- Also ensure working relationships are maintained with: consultants, Health & Safety Executive (HSE), Datum Pro, the local authority (LA), Environment Agency (EA) / Natural Resources Wales (NRW)



10. Cost Control

- Monitor pre-lims against budget
- Monitor Variation Orders (VOs) and Contra Charges by the team
- Complete time sheets for site teams accurately

11. General

- Monitor GDPR compliance with the site team

THE PERSON

What kind of person are we looking for?

- Calm, understanding and empathetic approach to situations
- Proven experience of managing others through good communication
- Experience within the construction industry is essential
- Able to delegate work appropriately
- Flexible approach to dealing with issues and challenges
- Focused
- Literate in the use of IT
- Good level of interpersonal skills
- Able to plan and organise 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.