		Reference	RM001.033
		Issue Number	01
4 Octagon Business Park, Hospital Rd, Lt Plumstead, NR13 5FH		Issue Date	05/09/18
Section	Resource Management	Revision Due	
Title	Site Manager Job Description	Author	F.Yallop

## JOB DESCRIPTION – SITE MANAGER

### Purpose of the position

A Site Manager oversees and ensures the successful delivery of works on budget, on time and, in a safe manner and fully in accordance with company policy and procedures. You will develop, manage, supervise and coordinate work systems to ensure that the production or services of the company meet the highest quality standards and that the working practices of the company are delivered to the 18001 Safety Standards implemented. Reporting to the Production Director all instances of non-compliance.

The ideal Site Manager must have proven experience within the civil and housing sector and able to manage all performance aspects of the contract. Candidates will also have a strong track record of maintaining and building strong customer relationships and managing multi-site workforces.

The successful person will have excellent time management, good IT skills with a range of IT packages, will be proactive and flexible with good planning, organisational and influencing skills. You will have the ability to develop and maintain good working relationships with key stakeholders and ensure best practice prevails throughout the project, delivering effective interaction to all clients.

### Day to Day operations

To lead, develop and maintain management programmes and systems in written and online format recording and delivery through face to face contact, communication and team briefing.

To support production management in delivering site objectives.

### Principal responsibilities

- Health & Safety
- Programme / Build
- Quality

### Key interfaces

All Site personnel, including front line and management staff and contractors, Internal/external auditors and regulatory bodies.


### PERSONNEL SPECIFICATION – Site Manager

Qualifications

**Essential** – CSCS Site Card

First Aid at Work

SMSTS

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**Desirable** – Construction related Qualification

IOSH Managing Safely

NRSWA Supervisor

Confined Spaces

**Essential** – Experience in a site management role with line management experience within the civils & groundworks industry

**Essential**- Risk Management, Method Statement Review, Site inspections and investigations, Policy development to support site/contract audits, Compliance and maintenance of relevant standards, Risk Assessment experience, knowledge of CDM Regulations, Company standards and programme requirements in order to pass on knowledge and requirements to others. Experience in information provision to tender and submission process.

**Desirable** - Experience of BSI ISO 9001, BSI ISO 14001 and BSI OHSAS 18001 standard

#### Specialist Skills/Attributes

**Essential** – full working knowledge of Microsoft office suite to include day to day experience of excel sheets, excellent report writing skills and document management experience.

#### Disposition (Required Critical Behaviors)

- Able to demonstrate Results Delivery. Partnership Building (internal and external) Influencing skills
- Excellent Information Sharing ability at all levels
- Improvement & Motivational Drive.
- Accuracy and attention to detail Embracing and Driving Change.
- Effective verbal and written communication skills. Planning and organising skills.
- The ability to interact with people at all levels within/external to the Company.
- The ability to self-prioritise workload.

#### Other

- Must have full driving license

#### Remuneration Package (Subject to Candidate Experience)

- Annual Salary, £45-50k + company Bonus Scheme
- Company Car Package
- Company Pension
- 28 days Annual Leave (Including Bank Holidays)
- Company Private Health Care Cover