

Job/Position Title:	Reporting to:
Site Manager	Project Manager
Employees reporting to job holder:	
All people employed on site including, but not limited to: direct labour, sub-contractors & suppliers	
Summary/Purpose of Job:	
<ol style="list-style-type: none"> 1. To be the Company's onsite 'Ambassador'. 2. To assist in the management & organisation of all onsite activities and/or resources, including but not limited to labour, sub-contractors, materials & equipment. 3. To monitor & record all onsite activities. 4. To motivate your 'team' to deliver the project, to the agreed parameters, with a commitment to health & safety, presentation and all the Stakeholders involved i.e. colleagues, customers, professionals, suppliers, sub-contractors etc. 	
Job Specific Key Tasks/Responsibilities:	
<ol style="list-style-type: none"> 1. To build to the pre-determined quality, specification, programme & budget; and ensure that others have these in place at the beginning of the project. 2. To give clear instructions at all times. 3. To record the daily progress of works using, but not limited to: Daily Diary, Plant Return, Labour Return, Confirmation of Verbal Instruction (CVI), Request for Information (RFI). 4. To produce short-term programmes to be approved by the Site Manager. 5. To ensure the Health & Safety obligations of the company are met at all times including the maintenance of all necessary records, including scaffold register, lifting register, accident book, inductions ...etc. 6. To ensure all sub-contractors, suppliers etc. meet their Health & Safety obligations. 7. To liaise with all Statutory services and co-ordinate their activities onsite. 8. To manage & monitor all direct labour, ensuring good productivity & quality is achieved. 9. To monitor day works and record information in the format required. 10. To manage and co-ordinate the efficient & safe use of plant and equipment on site. 11. To ensure site housekeeping is maintained and kept tidy. 12. Quality control, inspection of works and rejection of sub-standard works. 13. Maintenance of site drawings, information and registers. 14. To ensure the site and everything upon it is secure. 15. To ensure that all materials are on site on time and inspected prior to the delivery note being signed. 16. To check that all materials delivered are to the correct specification and in accordance with the materials order. 17. To read through all sub-contract orders and ensure that you have a full understanding of the scope of works and attendances required. 18. To implement and maintain contract health and safety systems. 	

Site Manager

Job Specific Key Tasks/Responsibilities:

19. To manage the identification of hazards on the sites
20. Management the assessment and control of risks on the sites
21. To maintain a customer care policy
22. Please note that this is not an exhaustive list of duties.
23. To ensure that published Authority Levels are adhered to at all times.

All City & Country Employee Key Tasks/Responsibilities:

1. To read, understand and adhere to all the principles set out in the **City & Country Vision, Values and Culture** document.
2. To positively embrace and follow the procedures in **Roles & Responsibilities**, the **Key Interaction Stages Summary (KISS)** and the relevant **Departmental Procedures**.
3. To work diligently to achieve or exceed the agreed **Personal, Departmental and Corporate Objectives**.
4. To use the **City & Country Challenge** principles for all Manager and Director approvals.
5. To ensure that published Authority Levels are adhered to at all times.
6. To abide by all Company HR Policies.
7. To manage and allocate all resources effectively within your control on a day-to-day basis.
8. To be aware of all published best practice guidelines, legislation and regulations relevant to the role in order to discharge your duties in a well-informed and competent manner.
9. To read, understand and adhere to the **City & Country Health & Safety Policy**.
10. To nurture strong and mutually beneficial relationships with the other departments to improve communication, understanding, forward planning and delivery of the projects.
11. To represent the Company in a professional and ethical manner to strengthen and enhance the brand and reputation of the Group.

Management Responsibilities

1. To read, understand and adhere to the principles set out in the **City & Country Team Managers' Guidance Notes**.
2. To ensure that all team members are appropriately motivated and carry their responsibilities to the required standard.
3. To build a successful team, and proactively manage their performance and wellbeing.
4. To identify any training needs within the team and ensure that this information is reported to the HR Department.
5. To ensure that appraisal interviews are scheduled into your diary.
6. To ensure that any performance/disciplinary issues are dealt with in conjunction with the HR Department.
7. To manage all necessary policies and procedures to ensure that a safe and healthy working environment is maintained.
8. To ensure all personnel are efficiently and effectively briefed as to their Health & Safety responsibilities and are capable of discharging the same.
9. To identify and manage all risks in a controlled and professional manner to the benefit of the company's profitability and reputation.

Site Manager

Management Responsibilities

10. To ensure that any significant overspend (more than 5% or £5K, whichever is lower) is reported to the relevant Director, your Line Manager and the Finance Manager as soon as it becomes apparent and at least 4 weeks before an order needs to be placed or variation agreed and the commitment to spend made, so that alternatives can be discussed, considered and action taken that minimises spend and does not impact negatively upon the Project Programme. For all items that could not have been foreseen by a diligent experienced professional, such as a latent defect within the building that only becomes apparent once works have commenced and an order already having been placed, then the requirement for 4 weeks' advance notification will be reduced to 5 working days. The limit of 5% or £5K is to be for single unrelated or unconnected transactions within any one Project Cost Plan cost heading and as described within the Group Authority Manual.
11. To ensure that all communications with stakeholders are handled properly and in a way in which is consistent with the Vision and Values of the business.
12. To be responsible for providing the other departments with the necessary information, properly laid out, to enable them to discharge their responsibilities with the maximum of efficiency but at all times making best use of Company resources.

Experience Required:

1. To have a working knowledge of the whole construction process
2. To have a working knowledge of NHBC and/or Building Regulations processes, detailing and specification requirements.
3. To have a thorough understanding of the Health & Safety requirements on site.
4. To be financially aware (cost management).
5. To be able to provide leadership and guidance on site.
6. To have good problem solving skills.
7. To be a good communicator – both written & oral.
8. To have good man management skills and be able to manage direct labour etc.
9. To have good conflict resolution skills.
10. To be a good record keeper.
11. To be proficient in IT including Word, Excel, Lotus Notes and Microsoft Project
12. To be enthusiastic about continuous improvement regarding yourself and the organisation you work for.

Essential Skills/Competencies/Qualifications Required:

1. Excellent communication skills – oral and written
2. Excellent organisational skills
3. Excellent problem solving skills
4. Strong attention to detail
5. Excellent decision making skills.
6. Good cost management skills
7. Commercially aware
8. High standard of personal presentation
9. Clean driving licence

Essential Skills/Competencies/Qualifications Required:

Personal characteristics required:

1. Self-motivated and conscientious
2. Ability to prioritise activities and manage a busy and demanding role
3. Ability to make own decisions
4. Ability to priorities activities and manage a bust and demanding role
5. Ability to guide team