

**Job Code: 093**      **Build Manager (New Build)**

**Reporting to:**      Regional Operations Director

**Purpose:**      Accountable for all on site activities in their area

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#### **Achieving Results**

- Organisation and control of Site Teams
- Quality control
- Cost control
- Safety performance
- Pre-contract planning
- Monitoring production levels and instigating necessary action
- Post contract road and sewer adoptions

#### **Managing the Process**

- Leading and motivating Site Managers, and Site Teams including direct operatives and apprentices.
- Ensuring that all site operations are carried out within agreed budgets.
- Monitor safety performance and implement any required remedial measures.
- Ensure that pre-start planning is thorough and practical.
- Monitor production levels and instigate any necessary measures to achieve programme targets.
- Ensure that roads and sewers are adopted and bonds cancelled as early as possible.

#### **Serving the Customer (Internal & External)**

#### **Delivering Quality**

- Ensuring implementation of Company quality procedures including final inspections prior to handover.

#### **Managing People**

##### **Monitor and Feedback on Performance**

- Carry out annual and interim Performance & Development Reviews
- Control attendance
- Identify shortfalls or training requirements that may arise during the works

##### **Comply with Lovell Policy and Employment Legislations, relating to;**

- Recruitment
- Induction
- Discipline & Grievance
- Health, Safety and Welfare
- Absence Management

## Regularly Communicate

- Carry out daily / weekly / monthly communication with site staff and sub-contractors
- Cascade information from quarterly Operations workshops

## Give and Receive Feedback

- Regularly discuss individual, team and site progress through one-to-one's; project meetings; supply-chain meetings.

## Support Learning and Development

- Support staff to enable development in line with their PDP
- Encourage progression towards full professional membership of CIOB, where appropriate

### Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Planning and programming			
Detailed knowledge of NHBC Regulations			
Detailed knowledge of Building Regulations			
Knowledge of good trade practice			
Knowledge of road and sewer construction			
Knowledge of Health & Safety Regulations			
Knowledge of LIMS			
Microsoft Word			
Microsoft Excel			
Microsoft Outlook			
PowerProject			

### Training Matrix

A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site on the intranet. Full course descriptions explaining the content of these courses are also available on the intranet.