

**Job Code: 095**      **Senior Site Manager**

**Reporting to:**      Build Manager

**Purpose:**      Accountable for on-site management of large new build housing sites

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<b>Achieving Results</b>
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On site control of all aspects of:

- Production and programme
- Quality control
- Cost control
- Site presentation
- Material delivery and control
- Sales/Customer liaison
- Liaison with external agencies
- Health, Safety and Environment

<b>Managing the Process</b>
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- Agree programme for site at Pre-Start, organise Company and Sub-Contract resources to meet programme and constantly monitor production levels against programme. Take timely action to remedy production short falls.
- Ensure that Sub-contractors “extras” are minimised and that re-work is avoided. Ensure that site establishment costs remain within preliminaries budget.
- Call off and progress material delivery, monitor quality and quantity of deliveries, record and return material and plant delivery to office in accordance with Company procedures.
- Liaise with NHBC, Building Control, Highways and Water Authority Inspectors to ensure technical compliance and programme.
- Take responsibility for safe execution of all works in accordance with current legislation and Company procedures. Liaise with Company Safety Managers and enforcing authorities.

<b>Serving the Customer (Internal and External)</b>
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- Represent the Company to its Clients in an efficient, responsible and pleasant manner. Deal with Client complaints promptly when needs arise. Liaise with sales representatives over all matters involving Clients’ requirements.

<b>Delivering Quality</b>
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- Monitor the quality of work to ensure technical compliance and compliance with Company quality standards and QMS procedures.
  - Ensure that site is kept tidy and that the site is presented to the public in a safe, clean, tidy workmanlike manner.
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## Managing People

### Monitor and Feedback on Performance

- Carry out annual and interim Performance & Development Reviews
- Control attendance

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

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

### Regularly Communicate

- Upstream and downstream and with the supply chain
- Chair meetings with notes

### Give and Receive Feedback

- Listening skills
- Empathy
- Direction
- Coaching

### Support Learning and Development

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

## Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Detailed knowledge of NHBC requirement and quality standards			
Detailed knowledge of Building Regulations.			
Understanding of structural principles.			
Knowledge of road and sewer construction.			
Knowledge of good trade practice.			
Knowledge of Health and Safety Regulations.			
Knowledge of environmental regulations.			

## TRAINING MATRIX

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