

Senior Site Manager

Generic title	Manager – 1
General Description	<p>A construction, commercial, project, technical manager or functional manager with considerable experience who performs a specific discipline over a wide range of complexities or large geographic area.</p> <p>They will manage their own workload within the context of a wider project or company objective. They will take significant decisions within their discipline with direction from a senior manager. They are accountable for their own work and their team's performance and its impact on their area or project.</p> <p>In operations they will manage all aspects of a mid-sized project, site of single function (e.g. M&E or Special Works) on a larger scheme or area office. In commercial they will manage all aspects of estimating, design procurement or supply chain for a site, project or office.</p>

Competencies

Achieving Results	<p>Sets clear and appropriate goals that consider the bigger picture</p> <p>Drives well to achieve consistent results</p> <p>Deliver a quality performance consistently</p>
Analytical thinking and decision making	<p>Rational and systematic analysis of situation to enable decisions on more varied issues</p> <p>Questioning the evidence to evaluate issues</p>
Communication	<p>Ability to choose most appropriate style of communication</p> <p>Able to listen actively by which we mean hearing and interpreting what is said</p> <p>Demonstrating sound questioning techniques</p>
Dealing with change	<p>Sees potential of new ideas and situations</p> <p>Take a pragmatic approach to change</p> <p>Considers impact of change on others as well as self</p> <p>Ability to explain the effects to colleagues</p>
Teamwork	<p>Develop inter-team collaboration inside and outside company</p> <p>Understand the role of a team and how it delivers the objectives</p> <p>Can adapt to different types of teams in most situations</p> <p>Take a cohesive and encouraging approach to team working</p>
Leadership	<p>Ability to take control of situations with one's sphere of influence</p> <p>Assume responsibility – organising and guiding where necessary</p>
Managing resources	<p>Create a plan for a familiar project or process</p> <p>Interpret a plan and decide what resources are required</p> <p>Bring resources together and ensure they are efficiently deployed</p> <p>Able to call upon and manage diverse skills and methods to deliver results</p>
Negotiation	<p>Understand the others point of view</p> <p>Make an objective and structure case with pros and cons</p> <p>Understand the need to give and take</p> <p>Understand and defend a position</p>
People Development	<p>Can work well within tested framework of development to identify others' needs</p> <p>Use personal experience to build skills in other people</p> <p>Use informal and formal performance review to target needs for development</p> <p>Understand and recognise people's current career needs</p> <p>Coach and give feedback</p> <p>Build development plans with others</p>

Role definition

Summary of role	Coordinate and manage the activities of all site personnel and ensure
------------------------	---

	adherence to all policies and procedures. Lead and motivate the team and liaise effectively with customers.
Responsibilities and accountabilities	<p>Manage the site and ensure adherence to all policies, procedures and standards using specified drawings and instructions, within budget and on programme in support of our Perfect Delivery philosophy</p> <p>Supervise all direct labour as necessary and coordinate the activities of trades and subcontractors involved on the site so that all operations are performed efficiently and in accordance with the construction programme and the quality and cost standards required by Morgan Sindall</p> <p>Ensure that all work is kept on programme and that all details as specified in the drawings and instructions are adhered to</p> <p>Ensure health and safety requirements are adhered to at all times in accordance with laid down company procedures and legislation</p> <p>Identify and obtain relevant information in order to plan and execute the work</p> <p>Provide a reliable, first point of contact service</p> <p>Implement and monitor all systems and procedures and ensure effective operation</p> <p>Monitor, maintain and update all health and safety requirements and procedures</p> <p>Implement and adhere to appropriate environmental controls</p> <p>Establish and maintain site set up and welfare facilities</p> <p>Provide feedback on objectives and training and development needs, as requested</p> <p>Understand customer's objectives and ensure good communication to the team</p> <p>Encourage customer feedback, communicate effectively with line managers, and take appropriate action where necessary</p> <p>Ensure that relevant issues raised at close down meeting are actioned accordingly for future contracts</p> <p>Review and action supplier performance in relation to objectives</p> <p>Communicate on sub-contractor performance to all relevant parties</p> <p>Invite and encourage use of supplier's technical knowledge, skills and expertise</p> <p>Deputise for contract/project manager at project/progress meetings</p> <p>Offer assistance in project review of other sites</p>
Qualifications, training and technical knowledge	<p>Minimum HNC/HND in Construction or equivalent</p> <p>Appropriate CSCS card</p> <p>First Aid</p> <p>CITB 5 day (preferable)</p> <p>Temporary works training (preferable)</p>
Attributes and skills	<p>Substantial relevant senior site manager experience</p> <p>Experience of hospital or laboratory projects</p> <p>Experience of glazed curtain walling technology / rainscreen principal</p> <p>Sound knowledge of health and safety legislation</p> <p>Strong leadership skills with ability to identify and notify development areas within team</p> <p>Strong interpersonal skills and the ability to influence, persuade and communicate with people at all levels</p> <p>Strong leadership style</p> <p>Able to quickly build strong working relationships with people at all levels</p> <p>Confidence when working autonomously</p> <p>Experienced in managing significant M&E packages of work on a design and build basis</p>