## Works Manager

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| **Generic title** | Manager – 1 |
| **General Description** | 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. 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.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. |

## Competencies

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| **Achieving Results** | Sets clear and appropriate goals that consider the bigger pictureDrives well to achieve consistent resultsDeliver a quality performance consistently |
| **Analytical thinking and decision making**  | Rational and systematic analysis of situation to enable decisions on more varied issuesQuestioning the evidence to evaluate issues |
| **Communication** | Ability to choose most appropriate style of communicationAble to listen actively by which we mean hearing and interpreting what is saidDemonstrating sound questioning techniques  |
| **Dealing with change** | Sees potential of new ideas and situationsTake a pragmatic approach to changeConsiders impact of change on others as well as selfAbility to explain the effects to colleagues  |
| **Teamwork** | Develop inter-team collaboration inside and outside companyUnderstand the role of a team and how it delivers the objectivesCan adapt to different types of teams in most situations Take a cohesive and encouraging approach to team working |
| **Leadership** | Ability to take control of situations with one’s sphere of influenceAssume responsibility – organising and guiding where necessary |
| **Managing resources**  | Create a plan for a familiar project or processInterpret a plan and decide what resources are requiredBring resources together and ensure they are efficiently deployedAble to call upon and manage diverse skills and methods to deliver results  |
| **Negotiation**  | Understand the others point of viewMake an objective and structure case with pros and cons Understand the need to give and takeUnderstand and defend a position |
| **People Development**  | Can work well within tested frameworks of development to identify others needsUse personal experience to build skills in other peopleUse informal and formal performance reviews to target needs for development Understand and recognise people’s current career needsCoach and give feedback Build development plans with others |

## Role definition

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| **Summary of role**  | Responsible for the coordination and safe management of all operational site activities ensuring Perfect Delivery, SHEQ, programme and budget requirements are met. |
| **Responsibilities and accountabilities**  | Oversee total construction effort to ensure project is constructed in accordance with design, budget and schedulePlan, coordinate and/or supervise activities of all company personnel on assigned project(s)Ensure all company, customer and project policies, procedures, and standards are adhered toProvide direction to planning, scheduling, and engineering functions as requiredPerform additional assignments per supervisor's directionEnsure the coordination of and communication between all parts of the operation team including suppliers, subcontractors, engineering, SHEQ and customer teamsBuild and develop the team to deliver all aspects of the project requirements; identify training requirements, review the performance of the workforce and ensure delivery of briefingsProvide, monitor and control labour plant and materials to meet the programmeManage subcontractors and direct workforceEnsure high standard of quality on the works to meet the specification requirements ‘first time’ and minimise reworkAssist engineering team with working method and outputs for production of method statements and programmeEnsure accurate, legible and up-to-date allocation sheets are recorded and provided at shift close with delivery tickets and plant returns to the engineering and commercial teamsEnsure all records for example inspections, works permits and briefings are up to date and in placeCarry out regular safety and environmental inspections and implement recommended courses of action as identified from progress monitoring and management inspectionsKeep a full and accurate daily site diary, including any changes / variations, subcontractors’ attendance, and records of work related discussions with client / designer / RE / project team |
| **Qualifications, training and technical knowledge**  | Relevant CSCS Card5 day CSCS Safety qualificationSound knowledge of construction methods, health and safety, and legal regulationsComprehensive understanding and experience of a wide range of construction techniques and best practices |
| **Attributes and skills**  | Ability to work in a team environment contributing across a business unit or areaGood management skills, with the ability to motivate self and colleagues to achieve high standards of complianceGood operational planning and time management skills; able to manage projects simultaneously without compromising on standards and qualityAbility to ensure standards and specifications are metAbility to work with colleagues to deliver project and operational performanceSound knowledge of construction practices and standardsSpecialist knowledge in chosen field  |