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

## Role definition

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| **Summary of role** | Manage all aspects of operational work within designated geographical area, managing supervisory staff and all duties associated with direct labour and subcontractor teams. |
| **Responsibilities and accountabilities** | Be responsible for the overall safety, quality, cost control, customer satisfaction and delivery of the works programme  Plan and establish procedures in order to ensure that all construction operations, project schedules and milestones are achieved  Organise, direct and efficiently use all resources, including subcontractors and suppliers, delivering the highest standard of workmanship and value for money  Ensure full compliance with our 100% Safe value and Perfect Delivery philosophy  Manage, coach and assist supervisory staff in all aspects of their duties  Ensure all work is carried out in accordance with Company policies and procedures, health and safety, environment and quality standards  Always set Perfect Delivery as the bench mark for all projects  Manage supervisory staff, direct labour and contract teams, ensuring the business objectives of high safety performance, productivity and efficient work practices through effective management and leadership is achieved  Ensure weekly, monthly and year end targets are achieved  Ensure all projects are completed within the allotted timescales  Manage and monitor all staff to ensure they carry out their duties to the required standard, including undertaking of technical audits and reviews  Manage and monitor all projects under your responsibility, ensuring the efficient use of all resources  Support all process and procedures to ensure the company is compliant with legislative requirements and company agreed internal standards  Proactively motivate and develop the workforce, embedding a ‘right first time’ culture  Ensure that you take personal responsibility and accountability for your actions  Always promote a professional and courteous image |
| **Qualifications, training and technical knowledge** | Educated to degree level or equivalent in relevant subject  Chartered with relevant professional body (i.e. ICE or CIOB  Knowledge of company systems and relevant legislation  Sound commercial and contractual knowledge  Advanced risk control skills  Knowledge of resource utilisation and control |
| **Attributes and skills** | Ability to work in a team environment contributing across a business unit or area  Good management skills, with the ability to motivate self and colleagues to achieve high standards of compliance  Good operational planning and time management skills; able to manage projects simultaneously without compromising on standards and quality  Ability to ensure standards and specifications are met  Ability to work with colleagues to deliver project and operational performance  Sound knowledge of construction practices and standards  Specialist knowledge in chosen field |