## Construction Manager

|  |  |
| --- | --- |
| **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

|  |  |
| --- | --- |
| **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

|  |  |
| --- | --- |
| **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 programmePlan and establish procedures in order to ensure that all construction operations, project schedules and milestones are achievedOrganise, direct and efficiently use all resources, including subcontractors and suppliers, delivering the highest standard of workmanship and value for moneyEnsure full compliance with our 100% Safe value and Perfect Delivery philosophyManage, coach and assist supervisory staff in all aspects of their dutiesEnsure all work is carried out in accordance with Company policies and procedures, health and safety, environment and quality standardsAlways set Perfect Delivery as the bench mark for all projectsManage 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 achievedEnsure weekly, monthly and year end targets are achievedEnsure all projects are completed within the allotted timescalesManage and monitor all staff to ensure they carry out their duties to the required standard, including undertaking of technical audits and reviewsManage and monitor all projects under your responsibility, ensuring the efficient use of all resourcesSupport all process and procedures to ensure the company is compliant with legislative requirements and company agreed internal standardsProactively motivate and develop the workforce, embedding a ‘right first time’ cultureEnsure 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 subjectChartered with relevant professional body (i.e. ICE or CIOB Knowledge of company systems and relevant legislationSound commercial and contractual knowledgeAdvanced risk control skillsKnowledge of resource utilisation and control |
| **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  |