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| --- | --- |
| **Job Title:** | **Assistant Manager** |
| **Reporting To:** | Site Manager |
| **Purpose:** | To ensure the successful delivery of schemes on budget, on time and, in a safe manner and fully in accordance with company policy and procedures. |

**Value**

|  |  |
| --- | --- |
|  | **KPIs** |
| * Set up on site all admin systems in accordance with procedures. |  |
| * Identify requirement of Labour, Plant and other resources required to carry out the contracted works. |
| * Produce Short Term Programme of Works based on the Master Programme. |
| * Establish (I.M.S) or (MSI) Requirements for the Contract and maintain/administer the records. |

**Right First Time**

|  |  |
| --- | --- |
|  | **KPIs** |
| * Know and understand the Company’s obligations under the Contract. |  |
| * Collate all required information from the Client/Representative i.e. drawing/specifications etc, to plan works on site. |
| * Identify and determine Method of Works as required by the Contract and Drawings. |
| * Phasing and Works and Prepare Programme of Works as per Client’s Requirements under the Contract Conditions. |

**Customer Recommended**

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| --- | --- |
|  | **KPIs** |
| * Form relationship with Local Authority Representatives/Client, Resident/Customers. |  |

**People Promise**

|  |  |
| --- | --- |
|  | **KPIs** |
| * To actively support other members of staff. |  |
| * Discuss and determine Training and Future Development as required on the Project. |
| * Hold Team Meetings with staff |
| * Carry out annual and interim Performance & Development Reviews |
| * Control attendance |

**Safe**

|  |  |
| --- | --- |
|  | **KPIs** |
| * Comply with Morgan Sindall Property Services Health, Safety and Welfare Policy and Employment Legislations |  |

**Technical Skills and Knowledge**

**Safe**

**People Promise**

**Right First Time**

**Value**

Recommended

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Basic** | **Intermediate** | **Advanced** |
| Ability to identify variations |  |  |  |
| Ability to interpret drawings and specifications |  |  |  |
| Knowledge and understanding of site admin working, methods and practices |  |  |  |
| Knowledge of Construction Methods and Technology and materials |  |  |  |
| Knowledge of H & S and Environmental Issues |  |  |  |
| Knowledge of Housing Refurbishment works |  |  |  |
| Knowledge of IMS |  |  |  |
| Knowledge of Temporary Works Procedures |  |  |  |
| Microsoft Word |  |  |  |
| Microsoft Excel |  |  |  |
| Microsoft Power Point |  |  |  |
| Microsoft Outlook |  |  |  |
| AutoCAD |  |  |  |
| Power Project |  |  |  |