## Site Agent

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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 review 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** | Responsible for the management of the construction site in order to achieve required project delivery to the customers’ objectives, while maintaining standards of health and safety, quality, environmental impact and cost control. |
| **Responsibilities and accountabilities** | Ensure accurate implementation of all engineering controls and compliance with the contract drawings and specification  Produce risk assessments and method statements for safe execution of the works  Ensure work is executed in a safe manner meeting legal guidelines set out in health safety and requirements and environmental compliance  Manage site activities to ensure work is completed on time and within budget  Ensure that all staff and operatives are familiar with the safety procedures and that they are adhered to  Prepare method statements as required. Organize briefings on method statements to relevant staff and operatives within their area  Liaise with senior foreman on daily basis issues related with programme, resources, production, productivity necessary to meet with programme requirements  Lead all actions to solve technical difficulties, improve performance in terms of progress and quality  Set working parameters, ensure their application on site, assess the performance  Coordinate the work of their shifts and ensure consistency of operation  Develop forecast and monitor performance against forecast. Establish and regularly review the detailed working programme. Ensure coordination of all related trades  Deliver end product to customer satisfaction  Deliver performance in key areas of health and safety, environment and quality  Implement applicable quality plan requirements. Liaise with project quality manager concerning quality issues  Implement appropriate policies and procedures  Manage project risk in line with company procedures  Proactively promote continuous improvement initiatives (e.g. customer and supplier feedback, back to basics, knowledge management)  Ensure all personnel are provided with necessary training  Liaise with 3rd parties and other members of the team on a day to day basis |
| **Qualifications, training and technical knowledge** | Relevant industry qualification (HND/HNC/BEng or equivalent)  Relevant CSCS card  CSCS 5 day safety qualification  Good knowledge of specifications and testing regime relevant to general civil engineering  Hands on approach to the commercial and planning aspects of the project  Civil engineering and construction experience  Able to produce and explain accurate plans and drawings |
| **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 |