

Site Agent

Generic title	Manager – 1
General Description	<p>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.</p> <p>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.</p> <p>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.</p>

Competencies

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

	Build development plans with others
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Role definition

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	<p>Ensure accurate implementation of all engineering controls and compliance with the contract drawings and specification</p> <p>Produce risk assessments and method statements for safe execution of the works</p> <p>Ensure work is executed in a safe manner meeting legal guidelines set out in health safety and requirements and environmental compliance</p> <p>Manage site activities to ensure work is completed on time and within budget</p> <p>Ensure that all staff and operatives are familiar with the safety procedures and that they are adhered to</p> <p>Prepare method statements as required. Organize briefings on method statements to relevant staff and operatives within their area</p> <p>Liaise with senior foreman on daily basis issues related with programme, resources, production, productivity necessary to meet with programme requirements</p> <p>Lead all actions to solve technical difficulties, improve performance in terms of progress and quality</p> <p>Set working parameters, ensure their application on site, assess the performance</p> <p>Coordinate the work of their shifts and ensure consistency of operation</p> <p>Develop forecast and monitor performance against forecast. Establish and regularly review the detailed working programme. Ensure coordination of all related trades</p> <p>Deliver end product to customer satisfaction</p> <p>Deliver performance in key areas of health and safety, environment and quality</p> <p>Implement applicable quality plan requirements. Liaise with project quality manager concerning quality issues</p> <p>Implement appropriate policies and procedures</p> <p>Manage project risk in line with company procedures</p> <p>Proactively promote continuous improvement initiatives (e.g. customer and supplier feedback, back to basics, knowledge management)</p> <p>Ensure all personnel are provided with necessary training</p> <p>Liaise with 3rd parties and other members of the team on a day to day basis</p>
Qualifications, training and technical knowledge	<p>Relevant industry qualification (HND/HNC/BEng or equivalent)</p> <p>Relevant CSCS card</p> <p>CSCS 5 day safety qualification</p> <p>Good knowledge of specifications and testing regime relevant to general civil engineering</p> <p>Hands on approach to the commercial and planning aspects of the project</p> <p>Civil engineering and construction experience</p> <p>Able to produce and explain accurate plans and drawings</p>
Attributes and skills	<p>Ability to work in a team environment contributing across a business unit or area</p> <p>Good management skills, with the ability to motivate self and colleagues to achieve high standards of compliance</p> <p>Good operational planning and time management skills; able to manage projects simultaneously without compromising on standards and quality</p> <p>Ability to ensure standards and specifications are met</p> <p>Ability to work with colleagues to deliver project and operational performance</p> <p>Sound knowledge of construction practices and standards</p>



	Specialist knowledge in chosen field
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