## Works 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** | Responsible for the coordination and safe management of all operational site activities ensuring Perfect Delivery, SHEQ, programme and budget requirements are met. |
| **Responsibilities and accountabilities** | Oversee total construction effort to ensure project is constructed in accordance with design, budget and schedule  Plan, coordinate and/or supervise activities of all company personnel on assigned project(s)  Ensure all company, customer and project policies, procedures, and standards are adhered to  Provide direction to planning, scheduling, and engineering functions as required  Perform additional assignments per supervisor's direction  Ensure the coordination of and communication between all parts of the operation team including suppliers, subcontractors, engineering, SHEQ and customer teams  Build and develop the team to deliver all aspects of the project requirements; identify training requirements, review the performance of the workforce and ensure delivery of briefings  Provide, monitor and control labour plant and materials to meet the programme  Manage subcontractors and direct workforce  Ensure high standard of quality on the works to meet the specification requirements ‘first time’ and minimise rework  Assist engineering team with working method and outputs for production of method statements and programme  Ensure accurate, legible and up-to-date allocation sheets are recorded and provided at shift close with delivery tickets and plant returns to the engineering and commercial teams  Ensure all records for example inspections, works permits and briefings are up to date and in place  Carry out regular safety and environmental inspections and implement recommended courses of action as identified from progress monitoring and management inspections  Keep a full and accurate daily site diary, including any changes / variations, subcontractors’ attendance, and records of work related discussions with client / designer / RE / project team |
| **Qualifications, training and technical knowledge** | Relevant CSCS Card  5 day CSCS Safety qualification  Sound knowledge of construction methods, health and safety, and legal regulations  Comprehensive understanding and experience of a wide range of construction techniques and best practices |
| **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 |