## Site Manager

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| **Generic title** | Manager – 2 |
| **General Description** | A colleague at this level will take responsibility for delivering specific tasks, goals and objectives. They will work under direction but will be able to work without day to day support. They are expected to work proactively and deliver defined tasks to an industry standard.  They will manage their own tasks within the context of a project or company objective. Whilst they will take day to day decisions on their own, they will refer significant decisions. They are accountable for the performance of a small team.  In operations they will manage small or medium projects and site. They supervise larger teams of trades of co-ordinate significant functions on a larger project.  In commercial they will manage costs and quantities on small projects or as part of a team on a larger project. |

## 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 in new ideas and situations  Takes 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** | Demonstrate clear and visible leadership, with capacity to absorb responsibility and accountability whilst providing sensitive direction to others  Remain effective when the situation is unclear, complicated or pressurised |
| **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** | Coordinate and manage the activities of all site personnel and ensure adherence to all policies and procedures. Lead and motivate the team and liaise effectively with customers. |
| **Responsibilities and accountabilities** | Manage the site and ensure adherence to all policies, procedures and standards using specified drawings and instructions, within budget and on programme in support of our Perfect Delivery philosophy  Supervise all direct labour as necessary and coordinate the activities of trades and subcontractors involved on the site so that all operations are performed efficiently and in accordance with the construction programme and the quality and cost standards required by Morgan Sindall  Ensure that all work is kept on programme and that all details as specified in the drawings and instructions are adhered to  Ensure health and safety requirements are adhered to at all times in accordance with laid down company procedures and legislation  Identify and obtain relevant information in order to plan and execute the work  Provide a reliable, first point of contact service  Implement and monitor all systems and procedures and ensure effective operation  Monitor, maintain and update all health and safety requirements and procedures  Implement and adhere to appropriate environmental controls  Establish and maintain site set up and welfare facilities  Provide feedback on objectives and training and development needs, as requested  Understand customer’s objectives and ensure good communication to the team  Encourage customer feedback, communicate effectively with line managers, and take appropriate action where necessary  Ensure that relevant issues raised at close down meeting are actioned accordingly for future contracts  Review and action supplier performance in relation to objectives  Communicate on sub-contractor performance to all relevant parties  Invite and encourage use of supplier’s technical knowledge, skills and expertise  Deputise for contract/project manager at project/progress meetings  Offer assistance in project review of other sites |
| **Qualifications, training and technical knowledge** | Minimum HNC/HND in Construction or equivalent  Appropriate CSCS card  First Aid  CITB 5 day (preferable)  Substantial relevant site experience  Sound knowledge of health and safety legislation |
| **Attributes and skills** | Ability to work in a team environment contributing across a project, site or area  Good management skills, with the ability to motivate self and colleagues to perform  Good planning and time management skills; able to manage activities simultaneously within compromising on standards and quality  Ability to ensure standards and specifications are met  Ability to work with colleagues to contribute to project and operational performance  Sound knowledge of construction practises and standards  Specialist knowledge in chosen field |