## Assistant Site Manager

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| **Generic title** | Assistant |
| **General Description** | A technical or functional support role expected to support closely defined tasks within company procedures and industry standards. The person will receive instruction, tasks and guidance from a more senior manager.  In operations they will assist project and construction managers.  In commercial they will assist buyers, planners, estimators and surveyors |

## Competencies

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| **Achieving Results** | Will set goals for self in own work environment  Demonstrates enthusiasm for the job |
| **Analytical thinking and decision making** | Using personal experience and systematic approach to arrive at decisions on straightforward issues |
| **Communication** | Communicates positively with clarity and understanding  Presents information in a structured way  Demonstrates confidence when communicating in own subject |
| **Dealing with change** | Positive attitude to change when presented  Contributes to change in own area of work |
| **Teamwork** | Contribute to the overall team objectives  Understand how to be part of a team  Regularly cooperate with team members |
| **Leadership** | The capacity to assume some position of influence within a team |
| **Managing resources** | Works effectively within time and budget constraints set by others  Looks to complete on schedule and recover slippage |
| **Negotiation** | The ability to discuss and agree priorities |
| **People Development** | Can respond within tested frameworks of development to identify own needs  Uses personal experience to build own skills |

## Role definition

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| **Summary of role** | Assist with ensuring that the construction of the development proceeds efficiently, in accordance with the programme and within the budgeted costs. Responsibilities will include supervising all subcontract labour as may be necessary and to coordinate the activities of all the trades and disciplines involved on site, so that all operations are performed efficiently and in accordance with the construction programme and the quality and cost standards required by the customer and Morgan Sindall. |
| **Responsibilities and accountabilities** | Assist with the planning and development of policies and procedures, improvement plans and measures for creating a safe working environment in pursuit of achieving our 100% Safe goal and Perfect Delivery  Ensure compliance with the Customer’s and Morgan Sindall’s requirements and safety, health, environmental and quality (SHEQ) policies  Control and coordinate subcontractors ensuring full compliance and adherence to procedures and method statements  Deputise for the site manager in occasions of absence  Ensure effective control of subcontractors, maintaining all necessary quality control checks to ensure the required standard by complying with the relevant specification and working practices  Undertake regular site inspections ensuring customer quality standards are achieved  Maintain, complete and report on site quality, inspection and test, waste management and environmental plans  Implement all measures necessary to ensure site safety including:  Maintain and complete the site safety plan, ensure all site staff receive safety induction, produce and review of subcontractors' risk assessments and method statements, ensure site rules are established and observed and chair weekly safety meetings  Ensure that First Aid, COSHH, welfare facilities are available at site  Liaise with designers and compile as-built information  Contribute to the monitoring of progress at site and prepare and daily weekly progress reports to the site manager  Assist with the performance and assessment of subcontractors  Manage and administer various subcontracts including:  Regular site progress meetings and prepare instructions to subcontractors and suppliers and evaluate subcontractors' claims for payment  Liaise with the site manager regarding the calling off of materials and for adjustment of schedules pertaining to under scheduling and surplus requirements  Coordinate deliveries to the site, ensuring that material supplies are available  Liaise with the site manager with regard to storing and protection of materials  Ensure that technical enquiries are processed accordingly  Ensure that any outstanding works are completed  Lead in the provision of induction and training of all site services staff |
| **Qualifications, training and technical knowledge** | Minimum HNC/HND in Construction (or equivalent)  Valid Site Managers Safety Training Scheme (SMSTS) certificate  CSCS First Aid |
| **Attributes and skills** | Some supervision skills  Ability to manage a given list of tasks  Ability to work well either alone or as part of a team  Some knowledge of construction practices and standards within their subject  Good writing, analytical and problem solving skills  Ability to follow oral and written instructions  Ability to handle situations and problems  Know when to ask for help and guidance |