## 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 environmentDemonstrates 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 understandingPresents information in a structured wayDemonstrates confidence when communicating in own subject |
| **Dealing with change** | Positive attitude to change when presentedContributes to change in own area of work  |
| **Teamwork** | Contribute to the overall team objectivesUnderstand how to be part of a teamRegularly 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 othersLooks 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 needsUses 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 DeliveryEnsure compliance with the Customer’s and Morgan Sindall’s requirements and safety, health, environmental and quality (SHEQ) policiesControl and coordinate subcontractors ensuring full compliance and adherence to procedures and method statementsDeputise for the site manager in occasions of absenceEnsure effective control of subcontractors, maintaining all necessary quality control checks to ensure the required standard by complying with the relevant specification and working practicesUndertake regular site inspections ensuring customer quality standards are achievedMaintain, 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 subcontractorsManage and administer various subcontracts including:Regular site progress meetings and prepare instructions to subcontractors and suppliers and evaluate subcontractors' claims for paymentLiaise with the site manager regarding the calling off of materials and for adjustment of schedules pertaining to under scheduling and surplus requirementsCoordinate deliveries to the site, ensuring that material supplies are availableLiaise with the site manager with regard to storing and protection of materialsEnsure that technical enquiries are processed accordingly Ensure that any outstanding works are completedLead 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 skillsAbility to manage a given list of tasksAbility to work well either alone or as part of a teamSome knowledge of construction practices and standards within their subjectGood writing, analytical and problem solving skillsAbility to follow oral and written instructionsAbility to handle situations and problems Know when to ask for help and guidance  |