

Job Code: SITE MANAGEMENT TRAINEE

Reporting to: Assistant Site Manager/Site Manager/Senior Site Manager/Project Manager

Purpose: Carry out site management tasks as delegated by the Site Manager

KEY LEARNING TASKS: - Understanding Systems and Implementation associated with:

- A. Production and programme
- B. Quality control
- C. Cost control
- D. Site presentation
- E. Material delivery and control
- F. Sales/Customer liaison
- G. Liaison with external agencies
- H. Health, Safety and environment

KEY TASK RESPONSIBILITIES:- to be achieved on completion of training period:

- A Understand the PCAN and programme requirements of the site and assist the Site Manager in its implementation.
- B Monitor the quality of work to ensure technical compliance and compliance with Company quality standards.
- C Ensure that Sub-contractors “extras” are minimised and that re-work is avoided. Ensure that site establishment costs remain within preliminaries budget.
- D Ensure that site is kept tidy and that the site is presented to the public in a clean, tidy workmanlike manner.
- E Call off and progress material delivery, monitor quality and quantity of deliveries, record and return material and plant delivery to office in accordance with Company procedures.
- F Represent the Company to its Clients in an efficient, responsible and pleasant manner. Deal with Client complaints promptly when needs arise. Liaise with sales representatives over all matters involving Clients’ requirements.

- G Liaise with NHBC, Building Control, Highways and Water Authority Inspectors to ensure technical compliance and programme.
- H Assist in safety management of site, liaise with Site Manager and Safety Manager.
- I Deputise for Site Manager in his absence.

COMPETENCY LEVELS	1	2	3	4	5
Achieving Results					
Reasoned Decision Making					
Leadership					
People Development					
Change Management					
Innovation					
Communication Skills					
Developing Relationships					
Influencing					
Customer Focus					
Business Awareness					
Proactivity					

IT Profile:

IT PROFILE	Basic	Intermediate	Advanced
Word			
Excel			
Outlook			

TECHNICAL SKILLS AND KNOWLEDGE	1	2	3	4	5
Knowledge of NHBC Regulations					
Knowledge of Building Regulations					
Understand structural principles					
Knowledge of road and sewer construction					
Knowledge of good trade practice					
Knowledge of Health and Safety Regulations					
Knowledge of Environmental Regulations					

1. Requires basic awareness and may need supervision
2. Capable of dealing with a variety of issues, may need some supervision
3. Proven ability, confident in dealing with complex issues, demonstrates ability on a regular basis
4. High level of ability, advanced knowledge and competence
5. Recognised within the business as an expert

TRAINING MATRIX

The following table indicates training which is compulsory for this role. The full training matrix, which includes all the optional training which is available for this role, is published on the People Development site in DORIS. Full course descriptions explaining the content of these courses are also available on DORIS.

COMPULSORY - Training Required For This Role	Timing
Site Induction (MSL02)	Day 1
Welcome To Your Lovell PC (IT22)	Within 2 weeks
Regional Induction (MSL03)	Within 2 weeks
Welcome To Lovell (MSL01)	Within 3 months
Basic Manual Handling (HSE03)	Within 3 months
Construction Skills Certification Scheme Card (HSE06)	Within 3 months
Lifting Operations (Appointed Person) (HSE22)	Within 6 months
Needles & Drug Related Waste Awareness (HSE08)	Within 6 months
First Aid At Work (HSE16)	Within 6 months
Scaffold Safety Inspection (HSE31)	Within 12 months
Fire Wardens (Inc. Extinguishers) (HSE14)	Within 12 months
NHBC Defects Prevention in Lovell (CS13)	Within 12 months
Asbestos Awareness (HSE02)	Within 12 months
SITE SPECIFIC - Site Manager Decides Compulsory or Optional	
Introduction to Environmental Management (HSE10)	Within 6 months
Contract Law (BS04)	Within 6 months
Major Changes to Building Regulations (CS08)	Within 6 months

Mobile Towers (HSE24)	Within 6 months
Advanced Surveying & Setting Out (CS01)	Within 6 months
Contracts Management (CS09)	Within 6 months
Entry into Confined Spaces (CS12)	Within 12 months
CIOB Building Setting Out (CS05)	Within 12 months
Computerised Setting Out (CS06)	Within 12 months
Foundation Surveying & Setting Out (CS10)	Within 12 months
Temporary Works (CS14)	Within 12 months
National Road & Streetworks Act 1991 (HSE36)	Within 12 months
Basic Kerb-laying (CS02)	Within 12 months

If you have any suggestions or feedback on the compulsory training for your role, please pass these to your Regional Training Advisor.