

Generic title	Assistant Site Manager
General Description	<p>A technical or functional support role expected to support closely defined operational tasks within company procedures and industry standards. The person will receive instruction, tasks and guidance from a more senior manager.</p> <p>They will support the project operations team in managing all aspects of health & safety, quality, protecting the environment, programme management, site engineering and supply chain management.</p>

Competencies

Achieving Results	<p>Will set goals for self in own work environment</p> <p>Demonstrates enthusiasm and a good understanding for the job</p>
Analytical thinking and decision making	Using personal experience and systematic approach to arrive at decisions on straightforward issues
Communication	<p>Communicates positively with clarity and understanding</p> <p>Presents information in a structured and detailed way</p> <p>Demonstrates confidence when communicating in own subject</p>
Dealing with change	<p>Positive attitude to change when presented</p> <p>Contributes to change in own area of work</p>
Teamwork	<p>Develop inter-team collaboration inside and outside the company</p> <p>Understand how to be part of a team</p> <p>Can adapt to different types of teams in most situations</p> <p>Takes a cooperative and encouraging approach to team working</p>
Leadership	The capacity to have some position of influence within a team
Managing resources	<p>Create a plan for a familiar project or process</p> <p>Interpret a plan and decide what resources are required</p> <p>Bring resources together and ensure they are efficiently deployed</p> <p>Able to call upon and manage diverse skills and methods to deliver results</p> <p>Works effectively within time and budget constraints</p>
Negotiation	The ability to discuss and agree priorities
People Development	<p>Can respond within tested frameworks of development to identify own needs</p> <p>Uses personal experience to build own skills</p> <p>Uses informal and formal performance reviews to target needs for development</p> <p>Able to give simple performance feedback to those around them</p>

Role definition

Summary of role	<p>Assist with ensuring that the construction of a 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 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.</p>
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<p>Responsibilities and accountabilities</p>	<p>Implement all measures necessary to ensure effective management of site operations including:</p> <p>Perfect Delivery Contribute to Exceptional Customer Experience Plan (ECEP) Understand customer’s objectives and ensure good communication to the team Contribute to the successful completion of the customer charter objectives Assist in achieving Considerate Constructors Scheme (CCS) targets Assist in achieving social value targets and maintaining MSSVB</p> <p>Safety (100% safe) Maintain high personal safety and environmental standards Assist with the development of plans and measures for creating a safe working environment Ensure supply chain compliance with the customer’s and Company requirements for safety, health, environment and quality (SHEQ) policies Carry out all necessary SHEQ inspections, reviews, issue of permits and the like in compliance with Company standards and procedures Ensure health and safety requirements are always adhered to in accordance with laid down company procedures and legislation</p> <p>Quality Ensure works are carried out in accordance with the contract documents, specifications and the like Manage site quality through effective inspection & test plans, check sheets and close out procedures Manage subcontract works, maintaining all necessary quality control checks to ensure compliance Undertake regular site inspections ensuring customer quality standards are achieved Use SIMS to manage and record inspections and defect management</p> <p>Environment Implement measures detailed in the environmental management plan ensuring procedures and policies are implemented Ensure targets set in waste management are monitored and achieved Review, implement and adhere to appropriate environmental controls</p> <p>Programme management Prepare and implement short term programmes Ensure that all work is kept on programme Contribute to the monitoring of progress on site generally and provide daily and weekly progress reports to the site manager Attend site progress meetings as necessary Assist with the assessment of sub-contractor performance Liaise with the site manager regarding materials call-off Coordinate deliveries to the site, ensuring that material supplies are available</p> <p>Supply chain management Coordinate the activities of trades and subcontractors on site so all works are performed efficiently and in accordance with the programme, quality standards and cost allowances Attend sub-contract progress meetings Supervise all direct labour as necessary Manage directly employed labour including completion/approval allocation sheets and timesheets. Review and action supplier performance in relation to objectives</p>
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	<p>Communicate on sub-contractor performance to all relevant parties Encourage use of supplier’s technical knowledge, skills and expertise Liaise with the site manager regarding storing and protection of materials</p> <p>Design / information management Identify and obtain relevant information in order to plan and execute the work Ensure that technical enquiries are processed accordingly. Provide ‘as-built’ information as required</p> <p>General duties / record keeping Implement and monitor all company systems and procedures Provide a reliable, first point of contact service Communicate effectively with line managers on matters affecting the works Establish and maintain site set up and welfare facilities Daily diary input, including photos Order and manage plant hire / hired equipment Materials take-off, scheduling for delivery, storage on site, usage monitoring Deputise for the site manager in occasions of absence</p>
<p>Qualifications, training and technical knowledge</p>	<p>2.1 BSc or HND (or equivalent) in Construction Valid Site Managers Safety Training Scheme (SMSTS) certificate Relevant CSCS card (at management/supervisory level) First Aid trained</p>
<p>Attributes and skills</p>	<p>Awareness and experience of construction practices and technology Computer literate in MS Office Self-motivated Ability to follow laid down procedures. For example, permits to work High standards of verbal, numerical and inductive reasoning High standards of verbal and written communication Skilled in problem solving but know when to ask for help or guidance Ability to handle difficult situations Keen on embracing change Ability to check and confirm levels on site using dumpy level and staff Collaborative and keen to share information, knowledge and skills A strong focus on internal and external customers A commitment to equality, diversity and inclusion Keen to seek out new opportunities for learning and career progression Able to identify the goals of any project and work steadily towards them A structured and methodical approach to any task, identifying priorities and setting deadlines</p>