

Job Code: 98 **Assistant Site Manager (New Build)**

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

Purpose: Carry out site management tasks and delegated by Site Manager, and act as deputy

Achieving Results

- Achievement of the Service Delivery Cornerstones
- Production and programme
- Quality control
- Cost control
- Site presentation
- Material delivery and control
- Sales/Customer liaison
- Liaison with external agencies
- Health, Safety and environment

Managing the Process

- Understand the plan and programme requirements of the site and assist the Site Manager in its implementation.
- 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.
- Liaise with NHBC, Building Control, Highways and Water Authority Inspectors to ensure technical compliance and programme.
- Assist in health, safety and environmental management of site, liaise with Site Manager and Safety Manager.
- Manage LIMS.
- Deputise for Site Manager in their absence.
- Health and Safety - All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy.
- Equality & Diversity - All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory.

Serving the Customer (Internal and External)

- 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.

Delivering Quality

- Monitor the quality of work to ensure technical compliance and compliance with Company quality standards, consistent with Best in Class.
- Ensure that Sub-contractors “extras” are minimised and that re-work is avoided. Ensure that site establishment costs remain within preliminaries budget.
- Ensure that site is kept tidy and that the site is presented to the public in a clean, tidy workmanlike manner.

Managing People

Monitor and Feedback on Performance

- Deputise for the site management in carrying out annual and interim Performance & Development Reviews
- Control attendance

Comply with Lovell Policy and Procedures, and Employment Legislation, relating to;

- Induction
- Health, Safety, Environment and Welfare
- Absence Management
- Equality and Diversity

Regularly Communicate

- Deliver Tool Box talks and other briefings

Give and Receive Feedback

- On a day to day basis

Support Learning and Development

- Support staff to enable development in line with their PDP
- Encourage progression towards full professional membership, where appropriate

Technical Skills and Knowledge

	Basic	Intermediate	Advanced
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 and best practise			
Knowledge of Environmental Regulations			
Knowledge of LIMS			

Training Matrix

A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site in INSITE. Full course descriptions explaining the content of these courses are also available on INSITE.

Name of Mentor Appointed by Operations Director _____

- NVQ L6 (CSCS req black card)
- PAVES - 2 years review
- Face Fit Awareness
- NHBC - Defects Prevention 2 day course - 5 yearly
- CITB Temporary Works Supervisor Course - refreshed every 3 years.
- SMSTS - 5 yearly renewal
- First Aid - 3 day (Initial) thereafter 2 day refresher every 3 years
- Vehicle Banksman/Traffic Marshalling - every 3 year
- Defibrillator Briefing
- Home Demonstration and Consumer Code - within 6 months, 5 year refresher
- Customer Journey Training - within 6 months
- ELearning: HR, Sustainability Awareness, Asbestos Awareness, Sharps Awareness, Manual Handling, Customer Care, Considerate Constructors (all modules) - Within 6 months
- Project Plus - overview on induction, followed by job specific detailed briefing
- LIMS Procedures and Standard LIMS Forms Briefing
- CISRS Basic Scaffold Inspection Course 3 day - every 3 years
- Asbestos Awareness (Tutor Session) - every 3 years
- Fire Marshal - every 3 years
- Sharps Handling - every 3 years
- Business Policies and TILES
- Diversity in The Workplace - within 6 months/Year
- Demolition Policy Course
- Excavation and Buried Services - every 3 years
- PASMA - every 3 years
- SEATS - Environmental Awareness - every 5 years
- Lone Worker - Susie Lamplugh Training
- Driver Training (If applicable - dependant on annual mileage)