

Job Code: 98 **Assistant Site Manager**

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
- Effective Customer liaison
- Timely completion of defects
- Health, Safety and environment

Managing the Process

- Understand the plan and programme requirements of the site and assist the Site Manager in its implementation.
- Understand our obligations under the Contract.
- 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 the Client, Residents, Clerk of Works and Building Inspectors to ensure technical compliance and programme.
- Inspect works to ensure quality of workmanship and compliance with specification.
- Assist in Health, Safety and Environmental management of site, liaise with Site Manager and Safety Manager.
- Manage LIMS using p+.
- Deputise for Site Manager in their absence.
- Produce Short Term Programmes based within parameters of the master programme.
- Conduct themselves and communicate with residents professionally.

Serving the Customer (Internal and External)

- Represent the Company to its Clients in an efficient, responsible and pleasant manner. Deal with Client complaints and defects promptly when needs arise. Liaise with Client representatives and residents over all matters involving Clients' requirements.
- Phasing works as per Clients requirements under the Contract Conditions.
- Work may involve works in occupied properties so candidate must be professional, respectful whilst working safely in customer's homes.
- Ensuring that all communication (including oral, written or electronic) is professional and accurate.

Delivering Quality

- Monitor the quality of work to ensure technical compliance and compliance with Company quality standards, consistent with 'Right First Time' & 'Zero Defects' principles of Service Delivery.
- Ensure that variations to scope of works are recorded and communicated to Commercial team to maximise value recovery. Ensure non-recoverable variations are minimised.
- Ensure that site is kept tidy and that the site is presented to the public in a clean, tidy workmanlike manner.
- Maintain H&S Forms (Inspections and Records) are updated as required.

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
- Hold Progress Meetings with Sub Contractors and staff
- Good communication skills including verbal, written & email

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 Building Regulations			
Understand structural principles			
Knowledge of good trade practice			
Knowledge of Health and Safety Regulations and best practise			
Ability to scope works and identify and record variations			
Knowledge of LIMS			
Knowledge of Temporary Works			
Knowledge of Refurbishment			
Ability to manage efficient and effective work streams			
Ability to produce short term programmes			
IT Literacy			
CSCS, Asbestos Aware & SMSTS			

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.