

Assistant Site Manager

Generic title	Assistant
General Description	<p>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.</p> <p>In operations they will assist project and construction managers.</p> <p>In commercial they will assist buyers, planners, estimators and surveyors</p>

Competencies

Achieving Results	<p>Will set goals for self in own work environment</p> <p>Demonstrates enthusiasm 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 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>Contribute to the overall team objectives</p> <p>Understand how to be part of a team</p> <p>Regularly cooperate with team members</p>
Leadership	The capacity to assume some position of influence within a team
Managing resources	<p>Works effectively within time and budget constraints set by others</p> <p>Looks to complete on schedule and recover slippage</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>

Role definition

Summary of role	<p>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.</p>
Responsibilities and accountabilities	<p>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 Delivery</p> <p>Ensure compliance with the Customer's and Morgan Sindall's requirements and safety, health, environmental and quality (SHEQ) policies</p> <p>Control and coordinate subcontractors ensuring full compliance and adherence to procedures and method statements</p> <p>Deputise for the site manager in occasions of absence</p> <p>Ensure effective control of subcontractors, maintaining all necessary quality control checks to ensure the required standard by complying with the relevant</p>

	<p>specification and working practices</p> <p>Undertake regular site inspections ensuring customer quality standards are achieved</p> <p>Maintain, complete and report on site quality, inspection and test, waste management and environmental plans</p> <p>Implement all measures necessary to ensure site safety including:</p> <p>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</p> <p>Ensure that First Aid, COSHH, welfare facilities are available at site</p> <p>Liaise with designers and compile as-built information</p> <p>Contribute to the monitoring of progress at site and prepare and daily weekly progress reports to the site manager</p> <p>Assist with the performance and assessment of subcontractors</p> <p>Manage and administer various subcontracts including:</p> <p>Regular site progress meetings and prepare instructions to subcontractors and suppliers and evaluate subcontractors' claims for payment</p> <p>Liaise with the site manager regarding the calling off of materials and for adjustment of schedules pertaining to under scheduling and surplus requirements</p> <p>Coordinate deliveries to the site, ensuring that material supplies are available</p> <p>Liaise with the site manager with regard to storing and protection of materials</p> <p>Ensure that technical enquiries are processed accordingly</p> <p>Ensure that any outstanding works are completed</p> <p>Lead in the provision of induction and training of all site services staff</p>
Qualifications, training and technical knowledge	<p>Minimum HNC/HND in Construction (or equivalent)</p> <p>Valid Site Managers Safety Training Scheme (SMSTS) certificate</p> <p>CSCS First Aid</p>
Attributes and skills	<p>Some supervision skills</p> <p>Ability to manage a given list of tasks</p> <p>Ability to work well either alone or as part of a team</p> <p>Some knowledge of construction practices and standards within their subject</p> <p>Good writing, analytical and problem solving skills</p> <p>Ability to follow oral and written instructions</p> <p>Ability to handle situations and problems</p> <p>Know when to ask for help and guidance</p>