## Site Agent

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| **Generic title** | Manager – 1 |
| **General Description** | A construction, commercial, project, technical manager or functional manager with considerable experience who performs a specific discipline over a wide range of complexities or large geographic area. They will manage their own workload within the context of a wider project or company objective. They will take significant decisions within their discipline with direction from a senior manager. They are accountable for their own work and their team’s performance and its impact on their area or project.In operations they will manage all aspects of a mid-sized project, site of single function (e.g. M&E or Special Works) on a larger scheme or area office.In commercial they will manage all aspects of estimating, design procurement or supply chain for a site, project or office. |

## Competencies

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| **Achieving Results** | Sets clear and appropriate goals that consider the bigger pictureDrives well to achieve consistent resultsDeliver a quality performance consistently |
| **Analytical thinking and decision making**  | Rational and systematic analysis of situation to enable decisions on more varied issuesQuestioning the evidence to evaluate issues |
| **Communication** | Ability to choose most appropriate style of communicationAble to listen actively by which we mean hearing and interpreting what is saidDemonstrating sound questioning techniques  |
| **Dealing with change** | Sees potential of new ideas and situationsTake a pragmatic approach to changeConsiders impact of change on others as well as selfAbility to explain the effects to colleagues  |
| **Teamwork** | Develop inter-team collaboration inside and outside companyUnderstand the role of a team and how it delivers the objectivesCan adapt to different types of teams in most situations Take a cohesive and encouraging approach to team working |
| **Leadership** | Ability to take control of situations with one’s sphere of influenceAssume responsibility – organising and guiding where necessary |
| **Managing resources**  | Create a plan for a familiar project or processInterpret a plan and decide what resources are requiredBring resources together and ensure they are efficiently deployedAble to call upon and manage diverse skills and methods to deliver results  |
| **Negotiation**  | Understand the others point of viewMake an objective and structure case with pros and cons Understand the need to give and takeUnderstand and defend a position |
| **People Development**  | Can work well within tested frameworks of development to identify others’ needsUse personal experience to build skills in other people Use informal and formal performance review to target needs for developmentUnderstand and recognise people’s current career needsCoach and give feedbackBuild development plans with others  |

## Role definition

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| **Summary of role**  | Responsible for the management of the construction site in order to achieve required project delivery to the customers’ objectives, while maintaining standards of health and safety, quality, environmental impact and cost control. |
| **Responsibilities and accountabilities**  | Ensure accurate implementation of all engineering controls and compliance with the contract drawings and specificationProduce risk assessments and method statements for safe execution of the worksEnsure work is executed in a safe manner meeting legal guidelines set out in health safety and requirements and environmental complianceManage site activities to ensure work is completed on time and within budgetEnsure that all staff and operatives are familiar with the safety procedures and that they are adhered toPrepare method statements as required. Organize briefings on method statements to relevant staff and operatives within their areaLiaise with senior foreman on daily basis issues related with programme, resources, production, productivity necessary to meet with programme requirementsLead all actions to solve technical difficulties, improve performance in terms of progress and qualitySet working parameters, ensure their application on site, assess the performanceCoordinate the work of their shifts and ensure consistency of operationDevelop forecast and monitor performance against forecast. Establish and regularly review the detailed working programme. Ensure coordination of all related tradesDeliver end product to customer satisfactionDeliver performance in key areas of health and safety, environment and qualityImplement applicable quality plan requirements. Liaise with project quality manager concerning quality issuesImplement appropriate policies and proceduresManage project risk in line with company proceduresProactively promote continuous improvement initiatives (e.g. customer and supplier feedback, back to basics, knowledge management)Ensure all personnel are provided with necessary trainingLiaise with 3rd parties and other members of the team on a day to day basis |
| **Qualifications, training and technical knowledge**  | Relevant industry qualification (HND/HNC/BEng or equivalent)Relevant CSCS card CSCS 5 day safety qualificationGood knowledge of specifications and testing regime relevant to general civil engineeringHands on approach to the commercial and planning aspects of the projectCivil engineering and construction experience Able to produce and explain accurate plans and drawings |
| **Attributes and skills**  | Ability to work in a team environment contributing across a business unit or areaGood management skills, with the ability to motivate self and colleagues to achieve high standards of complianceGood operational planning and time management skills; able to manage projects simultaneously without compromising on standards and qualityAbility to ensure standards and specifications are metAbility to work with colleagues to deliver project and operational performanceSound knowledge of construction practices and standardsSpecialist knowledge in chosen field  |