

**Job Code: 94**            **Regional Operations Director, Cardiff**

**Reporting to:**        Regional Managing Director

**Purpose:**

Responsible for all on site activities and for pre-start coordination, contribute to business strategy, ensure business goals can be safely delivered in respect of new build and planned maintenance

---

<b>Achieving Results</b>
--------------------------

- Excellence in Health and Safety on site
- Ensure continuous improvement
- Manage the Service Delivery Process
- Ensure compliance of key strategies eg PAVES
- Target CCS over 40 Clubs and work with CCS Champion
- Delivery to programmes
- Delivery of an excellent product, leaving a lasting positive legacy
- Ensure adherence to Lovell policy and procedures across the disciplines
- Participate in bid assembly to ensure safe, sensible, deliverable processes are used as the basis of submissions, giving due regard to commercial drivers
- Drive innovation
- Active participation in Build:Sales weekly reviews
- Active participation in Progression and Pipeline coordination
- Promote the brand and develop a collaborative approach with our Supply Chain
- Develop and nurture a working relationship with the NHBC to drive up standards of quality
- To develop and nurture Client relationships such that Lovell Partnerships Ltd enjoy maximum strategic benefit
- Ensure full integration of LPL team disciplines and effective team working, so as to maximise results
- Full and effective cooperation and collaboration with departmental heads within the business
- Accurate and timely reporting including H&S and Commercial
- Drive the strategic, longer term planning of schemes in liaison with the Regional Managing Director and Senior Management Team

<b>Managing the Process</b>
-----------------------------

- Comply with Lovell Integrated Management Business System and H&S and Environmental procedures

<b>Managing People</b>
------------------------

- Lead and manage the Operations Teams

**Monitor and Feedback on Performance**

- Carry out annual and interim Performance & Development Reviews
- Control attendance

**Comply with Lovell Policy and Employment Legislations, relating to;**

- Recruitment
- Induction
- Discipline & Grievance
- Health, Safety and Welfare
- Absence Management

**Regularly Communicate**

- Conduct Project Meetings/Supply Chain Meetings/Client Meetings
- Project Blogs
- Promoting the principles of Service First and Service Delivery

**Technical Skills and Knowledge**

	Basic	Intermediate	Advanced
Planning and Programming Aster or similar			
Detailed knowledge of NHBC requirements			
Detailed knowledge of Building Regulations			
Understanding of structural principles			
Knowledge of road and sewer construction			
Knowledge of good trade practice			
Knowledge of Health and Safety Regulations			
Knowledge of environmental regulations			
Microsoft Word			
Microsoft Excel			
Microsoft Outlook			