

**ROLE DEFINITION**

## Site Manager

<b>Generic title</b>	Manager – 2
<b>General Description</b>	<p>A colleague at this level will take responsibility for delivering specific tasks, goals and objectives. They will work under direction but will be able to work without day to day support. They are expected to work proactively and deliver defined tasks to an industry standard.</p> <p>They will manage their own tasks within the context of a project or company objective. Whilst they will take day to day decisions on their own, they will refer significant decisions. They are accountable for the performance of a small team.</p> <p>In operations they will manage small or medium projects and site. They supervise larger teams of trades or co-ordinate significant functions on a larger project.</p> <p>In commercial they will manage costs and quantities on small projects or as part of a team on a larger project.</p>

## Competencies

<b>Achieving Results</b>	Sets clear and appropriate goals that consider the bigger picture Drives well to achieve consistent results Deliver a quality performance consistently
<b>Analytical thinking and decision making</b>	Rational and systematic analysis of situation to enable decisions on more varied issues Questioning the evidence to evaluate issues
<b>Communication</b>	Ability to choose most appropriate style of communication Able to listen actively by which we mean hearing and interpreting what is said Demonstrating sound questioning techniques
<b>Dealing with change</b>	Sees potential in new ideas and situations Takes a pragmatic approach to change Considers impact of change on others as well as self Ability to explain the effects to colleagues
<b>Teamwork</b>	Develop inter-team collaboration inside and outside company Understand the role of a team and how it delivers the objectives Can adapt to different types of teams in most situations Take a cohesive and encouraging approach to team working
<b>Leadership</b>	Demonstrate clear and visible leadership, with capacity to absorb responsibility and accountability whilst providing sensitive direction to others Remain effective when the situation is unclear, complicated or pressurised
<b>Managing resources</b>	Create a plan for a familiar project or process Interpret a plan and decide what resources are required Bring resources together and ensure they are efficiently deployed Able to call upon and manage diverse skills and methods to deliver results
<b>Negotiation</b>	Understand the others point of view Make an objective and structure case with pros and cons Understand the need to give and take Understand and defend a position
<b>People Development</b>	Can work well within tested frameworks of development to identify others needs Use personal experience to build skills in other people Use informal and formal performance reviews to target needs for development Understand and recognise people's current career needs

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	Coach and give feedback Build development plans with others
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**Role definition**

<b>Summary of role</b>	Coordinate and manage the activities of all site personnel and ensure adherence to all policies and procedures. Lead and motivate the team and liaise effectively with customers.
<b>Responsibilities and accountabilities</b>	Manage the site and ensure adherence to all policies, procedures and standards using specified drawings and instructions, within budget and on programme in support of our Perfect Delivery philosophy Supervise all direct labour as necessary and coordinate the activities of trades and subcontractors involved on the site so that all operations are performed efficiently and in accordance with the construction programme and the quality and cost standards required by Morgan Sindall Ensure that all work is kept on programme and that all details as specified in the drawings and instructions are adhered to Ensure health and safety requirements are adhered to at all times in accordance with laid down company procedures and legislation Identify and obtain relevant information in order to plan and execute the work Provide a reliable, first point of contact service Implement and monitor all systems and procedures and ensure effective operation Monitor, maintain and update all health and safety requirements and procedures Implement and adhere to appropriate environmental controls Establish and maintain site set up and welfare facilities Provide feedback on objectives and training and development needs, as requested Understand customer's objectives and ensure good communication to the team Encourage customer feedback, communicate effectively with line managers, and take appropriate action where necessary Ensure that relevant issues raised at close down meeting are actioned accordingly for future contracts Review and action supplier performance in relation to objectives Communicate on sub-contractor performance to all relevant parties Invite and encourage use of supplier's technical knowledge, skills and expertise Deputise for contract/project manager at project/progress meetings Offer assistance in project review of other sites
<b>Qualifications, training and technical knowledge</b>	Minimum HNC/HND in Construction or equivalent Appropriate CSCS card First Aid CITB 5 day (preferable) Substantial relevant site experience Sound knowledge of health and safety legislation
<b>Attributes and skills</b>	Ability to work in a team environment contributing across a project, site or area Good management skills, with the ability to motivate self and colleagues to perform Good planning and time management skills; able to manage activities simultaneously within compromising on standards and quality Ability to ensure standards and specifications are met Ability to work with colleagues to contribute to project and operational performance Sound knowledge of construction practises and standards Specialist knowledge in chosen field

