

Job Code 96 **Site Manager (New Build)**

Reporting to: Build Manager

Purpose: Accountable for on-site management of small/medium new build housing sites

Achieving Results

Site Managers should be able to demonstrate a proactive attitude towards achieving successful outcomes in the following key areas:

- Build programmes / timescales agreed
- Budget awareness
- Quality
- Health, Safety and Environmental issues
- Agreed project specific KPI's
- Client / purchaser satisfaction
- Working relationships
- Site presentation / material protection
- Considerate Constructors Scheme
- Adherence to LIBMS procedures

Managing the Process

Production and programme

- Understand programme for site at Pre-Start, organise Company and Sub-Contract resources to meet programme and constantly monitor production levels against programme. Take timely action to remedy production short falls.

Cost Control

- Ensure that Sub-contractors “extras” are minimised and that re-work is avoided. Ensure that site establishment and operating costs remain within preliminaries budget.

Material Delivery and Control

- Call off and progress material delivery, monitor quality and quantity of deliveries, record and return material and plant delivery records to office in accordance with Company procedures.

Health, Safety and Environment

- Take responsibility for the monitoring of safe execution of all works in accordance with current legislation and Company procedures. Liaise with Company Safety team, NHBC and other enforcing authorities.

Other

- Health and Safety - All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy.
-

- Equality & Diversity - All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory.

Serving the Customer (Internal and External)

Sales / Customer Liaison

- Represent the Company to its Clients in an efficient, responsible, professional and pleasant manner. Deal with Client complaints promptly when needs arise. Liaise with sales representatives over all matters involving Clients' requirements and actively participate in the house demonstration and handover process.

Liaison with external agencies

- Liaise with NHBC, Building Control, Highways, Utility Providers, Enforcing Authorities and Water Authority Inspectors to ensure technical compliance and programme.
- Ensure that roads and sewers are placed on maintenance, adopted, enabling bonds reduced and cancelled as early as possible.

Delivering Quality

Quality Control

- Monitor quality of all works to ensure full technical compliance and adherence to the Company LIBMS procedures.
- Achieve standards within Service Delivery.

Site Presentation

- Ensure that site is kept tidy and that the site is presented in a clean, tidy, professional manner.

Managing People

Monitor and Feedback on Performance

- Carry out annual and interim Performance & Development Reviews
- Control attendance
- Identify shortfalls or training requirements that may arise during the works

Comply with Lovell Policy, Procedures and Employment Legislation, relating to;

- Recruitment
- Induction
- Performance management
- Health, Safety, Environment and Welfare
- Absence Management

Regularly Communicate

Site managers will communicate and update all members of the team via:

- Project team meetings
- Client meetings
- Sales / build meetings
- Site Inductions
- Toolbox talks
- Sub contractor meetings

- Health, safety and environmental committee meetings
- Home demonstration / handovers

Give and Receive Feedback

Site managers will give and receive feedback relative to their working environment by:

- Holding regular team meetings on site
- Site inspections
- Project team meetings
- As requested by subordinate or more senior staff

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
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			

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.

Name of Mentor Appointed by Operations Director _____

- PAVES - 2 years review
- NHBC - Defects Prevention 2 day course - 5 yearly
- CITB Temporary Works Coordinator and Supervisor Course - refreshed every 3 years.
- DUST Minimum Standards Briefing and Face Fit Awareness
- SMSTS - 5 yearly renewal
- First Aid - 3 day (Initial) thereafter 2 day refresher every 3 years
- Traffic Marshalling - Refresher every 3 year
- Defibrillator Briefing and equipment issue
- Home Demonstration and Consumer Code - within 6 months 5 year
- Customer Journey Training - within 6 months
- ELearning: HR, Sustainability Awareness, Asbestos Awareness, Sharps Awareness, Manual Handling, Customer Care, Considerate Constructors - Within 6 months
- Project Plus - overview on induction, followed by job specific detailed briefing
- LIMS Procedures and Standard LIMS Forms Briefing
- CISRS Basic Scaffold Inspection Course 3 day - every 3 years
- Asbestos Awareness - Tutor Session - every 3 years
- Fire Marshal - every 3 years
- Sharps Handling - every 3 years
- Manual Handling (Practical) - every 3 years
- Business Policies and TILES
- Diversity in The Workplace - within 6 months/Year
- Demolition Policy Course
- Excavation and Buried Services - every 3 years
- PASMA - every 3 years
- SEATS - Environmental Awareness - every 5 years
- Lone Worker - Susie Lamplugh Training
- Driver Training (If applicable - dependant on annual mileage)