

Job Description

Job Title	Site Manager	Department	Prospect Homes
Grade (if applicable)		Location	Various locations

Job Purpose

Site Manager for a specific residential development concentrating primarily on open market sales within a defined geographical area.

The management of the subcontractors / trades are a major responsibility and provide a conduit with the Contracts Manager to ensure that the company objectives of a high quality product delivered in line with programme is achieved.

Specific responsibility being the finishing of the product to a high standard and assist all other parties in the inspection processes.

Accountabilities or “What You Have to Do”

- Ensure that the company’s policy on H&S and any safety legislation are totally encompassed within the working practices.
- Report to the Contracts Manager.
- Manage the subcontractors and trades.
- Ensure that the build programme target dates and number of plot completions are achieved or bettered.
- Liaise with Contracts Manager and other departments in particular sales on a regular basis to review the developments progress and requirements.
- Ensure that the quality checks at the defined stages of build and the overall presentation of in accordance with the company requirements.
- Liaison with NHBC inspectors and ensure relationships with site teams are good and to progress the company’s objectives to achieve Pride in the job awards.
- Ensure that our customer’s journey in purchasing a prospect “home” provides high satisfaction and that all site based personnel assist to ensure that they also contribute in the customer’s journey and satisfaction in their new home.

Approval Date	Reference	Owner	Review Date
07/09/2018	FN/PROS/NT/V1.0	TA	07/09/2019

Knowledge, Skills and Experience

Essential

- Health & Safety
- Build quality
- Build Programme
- Experience in the open market residential development market
- Customer care
- NHBC standards
- Building Control standards
- Knowledge / relationships with key subcontractor / trades
- Team building
- Communication
- CSCS
- 1st Aid at work

Desirable

- Achievements / recognition within the sector
- Proven track record in residential new build
- Differing methods of build
- Trade background

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Competency Framework

Deliver the Vision
<ul style="list-style-type: none"> Focuses on the company's goals, understands its direction and contributes to its overall success.
Focus on Performance
<ul style="list-style-type: none"> Takes ownership of the performance and development of themselves, supports the development of others.
Strive for Excellence
<ul style="list-style-type: none"> Continually looks for ways to improve the service provided by self, team and the organisation.
Be Commercially Minded
<ul style="list-style-type: none"> Aware of the need to add value to support economic, sustainable growth for the organisation.

Additional Information
<ul style="list-style-type: none"> The role holder is expected to be committed to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.

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