

Prospect GB Ltd  
Site Manager



**RESPONSIBLE TO**

Contracts Manager

**EXPERIENCE PREFERRED**

Proven experience of completed residential new build properties to a high quality finish

**QUALIFICATIONS PREFERRED**

CSCS  
1st Aid  
SMST

**SUMMARY**

Site Manger required for New Build Residential properties in the NWest and / or West Yorkshire. Site on average last for 12 months and have an average of 25 + properties.

**KEY TASKS**

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| 1 | Coordination of Sub contactors                       |
| 2 | Ability to build to programme constraints            |
| 3 | High Quality finish                                  |
| 4 | Knowledge of NHBC requirements and stage inspections |

**LOCAL VARIATIONS**

**COMPETENCE FRAMEWORK**

**WORKING TOGETHER**

Acts as a role model for TRG by building and maintaining effective cross functional team working. Encourages others to think about how they can assist other teams and go the "extra mile" to assist a colleague. Make time to listen to others, respond to non-verbal signals and ensure that tact and sensitivity are used in all their responses. Bring sensitive issues into the open with objectivity and without bias or prejudice. Faces up to difficult situations with a high degree of tolerance and awareness of individual circumstances. Has flexible attitude to the hours worked and needs of the business.

**FOCUSING ON CUSTOMERS**

Actively builds an in-depth understanding of the customer, their issues and requirements. Anticipates customer needs and plans for it, recommending different and innovative approaches. Responds to the needs and feelings expressed by the customer whilst taking into consideration the needs of the organisation. Positively promotes, coaches and gives feedback to others using "The Riverside Service Style". Challenges behaviour that is not in line with "excellent customer service" goes beyond the requirements of the Customer Charter and develops partnerships.

**GOING FOR IT AND STICKING WITH IT**

Achieves exceptional results consistently and takes decisions which are right for the business even when controversial or unpopular. Deals confidently and assertively with

senior and influential individuals. Projects are delivered on time, within budget. Translates long-term objectives into clear and practical working plans and ensures their team are performing at peak performance. Proactively seeks ways to improve self and others by analysing and tackling results driven by behaviour, skills and knowledge. Identifies and communicates priorities in line with business and customer requirements. Confidently manages ambiguity and sets priorities which take account of short and long-term business needs. Considers “what.....if” scenarios and develops contingency plans.

**RESPECTING EVERY INDIVIDUAL**

Takes an active lead in promoting an awareness of cultural and community diversity. Is self aware of own personality traits and understands how others may see them. Treats internal and external customers as individuals and respects their differences. Is self motivated and responsible for their personal development and regularly updates their own PDP. Is a role model for managing their time and work life balance effectively. Is an inspiration to others in embracing the vision and values. Tackles difficult situations sensitively with positive outcomes and improves relations with an employee they do not get on with.

**COMMUNICATING POSITIVELY AND LISTENING TO UNDERSTAND**

Utilising “The Riverside Service Style” delivers a clear message to employees, partners and senior management. When undertaking presentations ensures the design, approach and delivery are pitched to suit the audience. Uses listening skills to ensure that their colleagues and team are happy and motivated within their work. Deciphers information and ensures it is proactive in dealing with any potential crisis. Elicits clear understanding for an audience regardless of complexity of subject matter. Communication and listening skills inspires trust and loyalty from colleagues. Tests information and views with a variety of people including those who may disagree. Information is reported on, it is well structured, grammatically correct, with good spelling and punctuation.

**MAXIMISING VALUE MINIMISING WASTE**

Makes suggestions for change relating to budgets and waste. Drives the implementation of savings and waste reduction within their team. Savings that have been identified are shared as best practice for the group. Actively promotes Corporate Social Responsibility. Takes an active role to identify future trends and legislation and its effect on the business. Recycles 90%of the time.

**CHALLENGING THE CONVENTIONAL**

Improves performance by creating new ideas for the business that are unique and radically rethinks the way things are done. Generates lots of new and creative ideas and uses “outside the box” style of thinking.

**LEADING OTHERS**

Uses the Corporate Plan to develop area business plans and sets objectives for their team. Embraces the organisations vision and values and ensures that their team understands how they contribute to achieve them. Actively works with their team and across functions to develop relationships. Inspires confidence in their ability as a leader within their team and the greater organisation. Effectively listens and communicates with every member of their team to ensure positive performance for the group. Can think of innovative ideas that can be applied strategically. Recognises and praises success.

<b>STAFFING RESPONSIBILITIES</b>
None

<b>FINANCIAL RESPONSIBILITIES</b>
None

<b>Date of Description</b>	Dec 2014
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