

## ROLE PROFILE

<b>ROLE TITLE</b>	Site Manager
<b>DEPARTMENT</b>	Operations
<b>OPERATING ASSOCIATION/ DIRECTORATE</b>	Property Investment
<b>RESPONSIBLE TO</b>	Regional Operations Manager (Construction)
<b>RESPONSIBLE FOR</b>	Assistant Site Manager

<b>ROLE PURPOSE</b>	<i>One or two sentences giving a simple statement of why the role exists</i>
<ul style="list-style-type: none"> <li>• Management of new build residential sites ensuring the construction of a quality product, in a safe manner, within agreed budgets and timescales, working closely with the Sales Team to ensure customer satisfaction.</li> <li>• To ensure the company's policy on Health and Safety and the Health and Safety Legislation are met and safe working practices are actively encouraged.</li> </ul>	

<b>ACCOUNTABILITIES / RESPONSIBILITIES</b>	<i>Statement of the main areas of accountability and responsibility</i>
<ul style="list-style-type: none"> <li>• To comply with Orbit Homes Build Policy and Procedures.</li> <li>• Supervise and co-ordinate sub-contractors, material suppliers and utility providers to ensure an efficient method of build in accordance with the construction programme and the quality and cost standards required by the company.</li> <li>• Ensure that all work is scheduled to ensure production targets are achieved and a high quality of product is maintained as well as ensuring costs are kept within budget. To ensure that all details as specified in the drawings and instructions are adhered to.</li> <li>• To co-ordinate and control the sub-contractors on the site, provide appropriate information concerning additional requirements and handle any problems which may arise.</li> <li>• Ensure Health and Safety requirements are adhered to at all times in accordance with company procedures as well as the provisions of Health and Safety legislation. This will include the ensuring work is carried out in accordance with prepared Risk Assessments and method statements. Also ensure appropriate completion of accident records and adequate provision of First Aid Cover.</li> <li>• Comply with Site Managers responsibilities as laid down in the Group's Health, Safety and Environmental Policy and completing the relevant documentation on a weekly basis.</li> <li>• At all times comply with company policies, procedures and instructions.</li> <li>• Liaise with sales team and customers to ensure the highest possible customer satisfaction.</li> <li>• Deal with Sales, Commercial and Technical departments ensuring that up to date records of site activities are retained and to help implement cost / quality control.</li> <li>• Introduce new methods and ideas to look at ways of improving the organisations goals and enhancing the reputation of the company.</li> </ul>	

KNOWLEDGE/SKILLS/EXPERIENCE/PHYSICAL REQUIREMENTS	<i>The tools needed to do the role</i>
<ul style="list-style-type: none"> <li>• Essential</li> </ul>	<ul style="list-style-type: none"> <li>• The Individual should have a minimum of 5 years experience in a construction management role within the house-building sector.</li> <li>• Experience of supervising tradesmen and subcontractors, scheduling and calling off material orders, programming, snagging, and liaising with sales.</li> <li>• The ability to coach and develop junior members of the construction team.</li> <li>• Self-motivated and able to use initiative</li> <li>• The ability to solve problems on site</li> <li>• Able to lead by example and good motivator</li> <li>• Able to plan and organise self and others to achieve objectives and deadlines</li> <li>• Take responsibility for and lead the combined project operational team to achieve the target start on site, show-home opening, CML and legal completion targets in line with budgets.</li> <li>• CSCS Managers Card – mandatory</li> <li>• CITB (SMSTS) Site Managers Safety Course</li> <li>• First Aid Training</li> </ul>

Orbit is an Equal Opportunities Employer and all staff are required to read and adhere to Group and local policies and procedures relating to Equality and Diversity

Orbit requires all employees to read and adhere to Health and Safety policies and procedures

Orbit requires all employees to read and adhere to all Orbit policies and procedures and Standing Orders.

Signed by Employee		Date	
Signed by Manager		Date	