

## ROLE PROFILE

<b>ROLE TITLE</b>	Assistant Site Manager
<b>DEPARTMENT</b>	Development
<b>OPERATING ASSOCIATION/ DIRECTORATE</b>	Property Investment
<b>RESPONSIBLE TO</b>	Site Manager
<b>RESPONSIBLE FOR</b>	None

### ROLE PURPOSE

Assisting the Site Manager (on various sites) to ensure development is built to Company standards using specified drawings, on time and within budget.

### ACCOUNTABILITIES / RESPONSIBILITIES

- Supervise all direct labour as may be necessary and co-ordinate the activities of all the trades and disciplines 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 the Company
- Ensure that all work is kept on programme and that all details as specified in the drawings and instructions are adhered to.
- In conjunction with the Site Manager, co-ordinate and control the sub-contractors on the site, provide appropriate information concerning additional requirements and handle any problems which may arise.
- Along with Site Manager 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.
- Provide Holiday/Sickness cover.

### KNOWLEDGE/SKILLS/EXPERIENCE/PHYSICAL REQUIREMENTS

Essential

The Individual should possess experience in a construction trades/ junior management role. The experience should include the supervision of tradesmen and subcontractors, scheduling and calling off material orders, programming the works,

	<p>snagging the works, and liaising with sales.</p> <p>The management experience should preferably have been gained on housing developments.</p> <p>CSCS Card First Aid Training SMSTS</p>
--	--

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	