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| **Role title** | Site Manager |
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| **Department** | Operations |
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| **Business unit or function** | England and Wales Hire |
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| **Role reports to** | Regional Project Manager |
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| **Roles managed** | N/A |
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| **Purpose of the role** |
| To manage all site activities to ensure that safety, programme, cost and quality objectives are met. To create a safe working environment on site and ensure that activities are carried out in accordance with Health & Safety legislation, Portakabin Site Operations Manual and relevant processes.To be the primary contact for all Portakabin Group employees and contractors and has first line responsibility for all activities on site. |
| **Accountabilities of the role** |
| * Assist the Project team in the “site set up” process, including planning and management of vehicle and pedestrian access in line with the Portakabin Site Operations Manual.
* Ensure that at all times the site is secure and safe for works, all fencing is in good condition, all necessary site signage is in place and that all welfare and site accommodation is maintained in a safe, tidy and presentable fashion.
* Manage the site to ensure all works are undertaken in accordance with relevant Health and Safety legislation, CDM 2015 and the Portakabin Group Health & Safety Management System.
* Ensure all activities are undertaken in line with RAMS submissions and/or agreed Safe Systems of Work.
* Ensure that activities on site are documented as necessary in line with the Site Operations Manual. This would include work permits, plant/equipment checks, inductions, Safe Day Every Day and Tool Box Talks.
* In conjunction with the Project Controller or Project Manager liaise with the Portakabin Building Services and their contractors, and all other subcontractors, to ensure all works are coordinated in line with the project programme.
* Plan and monitor site resources notifying the Project Controller or Project Manager of any potential issues that could impact on project programme.
* Manage and review the Construction Phase Plan and Fire Risk Assessment and advise the Project Controller or Project Manager of any amendments as necessary.
* Attend pre-start and project progress meetings with clients and subcontractors. Manage client expectations whilst at all times adopting a professional and considerate approach.
* Demobilise sites in a well-managed manner to ensure the safety of all personnel whilst minimizing cost associated with protracted close out.
* Understand budgets and costs whilst recognising contractual requirements.
* Control and monitor the use of all resources including sub-contractors to maximise efficiency and minimise costs.
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**2.1 Competencies, Skills, Qualifications & Experience**

**Essential** attributes are the minimum requirement for a role holder. Without these attributes, the role could not be performed. **Desirable** attributes would enable the candidate to perform more effectively, but they are not critical to the role.

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| **Competency, Technical Skill or Knowledge** | **Essential** | **Desirable** |
| Provides others with clear direction | X |  |
| Plans activities and projects well in advance and takes account of possible changing circumstances | X |  |
| Complies with legal obligations and safety requirements of the role | X |  |
| Adapts to changing circumstances | X |  |
| Makes rationale judgements from available information and analysis |  | X |
| Demonstrates financial awareness |  | X |
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| **Qualifications** | **Essential** | **Desirable** |
| GCSE or equivalent level of education, including Maths and English | X |  |
| SMSTS Qualification | X |  |
| Full UK driving licence. | X |  |
| First Aid | X |  |
| Educated to degree level (or equivalent) |  | X |
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| **Previous Experience** | **Essential** | **Desirable** |
| Demonstrable experience of work in a similar Site Management | X |  |
| Proven exceptional organisation & planning skills | X |  |
| Experience of managing large numbers of trades, sub-contractors and other stakeholders | X |  |
| Proven experience of delivering efficiency improvement and optimisation. | X |  |

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| **Organisation Chart** |
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