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| **Role title** | **Construction Site Manager (DRAFT)** |
| **Section** | **Operational Delivery Team (Teeside)** |
| **Directorate** | **Electricity North West Construction & Maintenance Limited** |
| **Reports to** | **Engineering Manager** |
| **Date** | **30/01/2024** |
| **Leadership Level** | **NA** |
| **Grade** | ENW L3 (Technical Professional - ENW Contract / **Not** JNC Contract) |
| **Salary** | **£48k to £56k (based on 45 hour week)**  |
| **Hours** | **45 hrs plus Overtime (overtime weekend working required/expected)** |
| **In Budget** | **yes**  |
| **Sized** | **Yes (Min £39,931– Mid £42,044 – Max £46,772 based on 37 hours )** |

**At Electricity North West (Construction & Maintenance) Limited we are committed to creating a sense of belonging for our colleagues and therefore we ask our applicants to talk to us about any reasonable adjustments that may be required throughout our recruitment processes.**

**Purpose of the role**

As a Construction Site Manager, you will own the site delivery of a construction project from the point of mobilisation all through delivery up to final customer handover. Leading the site team, you will be required to make sure everyone works to the project scope, to produce high quality product in a safe way whilst also outperforming budget and achieving the customers delivery timelines. You will own your customer’s relationship and will aim to complete our work providing customer satisfaction that will maintain excellent relations leading to future project opportunities.

**Knowledge, Skills and Experience**

* Trained and experienced managing sites, co-ordinating resources, materials and site activities within given budgets for engineering focused projects; (essential).
* Experienced at working with long term project plans and developing short term site look-a-ahead plans using Microsoft office; (essential).
* Gained a Construction Management NVQ, equivalent qualification or have completed a formal apprenticeship within an engineering field; (essential).
* Hold a valid Construction Skills Certificate Scheme card and have completed the Site Management Safety Training Safety scheme accreditation; (essential).
* Have experience working with Mechanical, Electrical, Gas, Water & Fire safety systems and equipment; (desirable).
* Have experience working with Low Voltage and High Voltage electrical system components, plant and equipment; (desirable).
* Be an excellent written and verbal communicator to manage both internal and external relationships coupled with good numerical skills; (essential).
* Hold a valid, full UK driving licence; (essential).
* Hold any of the following training certifications; PASMA, IPAF, ECS and Confined space; (desirable).
* Experienced at working in or adjacent to roads and highways, holding New Roads and Street Works Act (NRSWA) accreditation; (desirable).

**Principal responsibilities of the role**

As the Construction Site Manager, you will have experience and understanding of hiring and managing sub-contractors, working to project scope/specifications, maintaining good customer relationships and controlling site safety. Focussed on delivery you will be accountable for working to the CDM Construction Phase Plan and by providing clear communication of the required scope, quality specifications and timelines, along with information of all hazards, risks and controls for work, that are need for the site teams and sub-contractors to complete their works on time, to a high standard and under budget.

* Site accountability for all completion of the Health & Safety processes including compliance with Construction Design Management (CDM) Construction Phase Plans, Codes of Practice, Safety rules, point of work risk assessments, safety observations, incident reporting and all other related Health & Safety Executive policies.
* Act as point of escalation for the customer, site and office teams for delivery and planning of the project.
* Accountable for site(s) on projects over £1m and potentially cumulatively up to £15m, including producing all site project progress reports of the related site works on a weekly basis.
* To identify and explore contractor, supplier and/or other partnership efficiencies that will help both the short-term project and long-term company profitability.
* Organising site establishment(s) and the purchasing and/or arranging delivery of materials/consumables.
* Provide excellent customer service through clear communication and meeting customer expectations such as; maintaining a safe, orderly and clean working area, achieving customer outage times & dates and only accepting high quality work.
* Working in all weathers/conditions to solve day-to-day challenges from impacting programme delivery.
* Promote the company’s reputation through a positive attitude and behaviours, good time keeping and a professional appearance.
* Stand in for the Project Manager as required.

**Behaviours**

You will also demonstrate the following behavioural competencies:

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| Behavioural Competency |
| Thinking - Customer understanding - You have a thorough understanding of the needs of internal/external customers and you use this understanding to promote excellent customer service to maximise business. |
| Achieving - Concern for excellence - You strive to exceed your performance goals through the continuing pursuit of excellence and quality in all aspects of your work. |
| Achieving - Results focus - You set objectives for yourself and others and ensure they are achieved within agreed parameters which in turn delivers successful business outcomes. |
| Thinking - Forward thinking - You can take a forward looking perspective when considering the delivery of decisions, activities and projects. |
| Self-Managing – Tenacity - You are able to demonstrate repeated effort and resilience when overcoming a number of obstacles to achieve results, showing a positive attitude despite setbacks. |

**Key measures *(Performance Indicators)***

* **Health, Safety and Quality documentation completed on time and as required.**
* **Quality of work to specification & policy.**
* **Positive customer feedback (including renewal of customer contracts / future projects).**
* **Completion of construction project portfolio within targets.**
* **Delivery of works within allocated project budget.**
* **Timely completion of all works, including; response to requests, outages, test sheets & reports.**
* **Flexible approach to changing work requirements.**

**Dimensions of the role**

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| Owner of a budget (has total responsibility for the budget)  | **Y (Project Level)** |
| Number of Colleagues who directly report to role holder | N/A |
| Total number in team, including any colleagues who report mangers that come under the role | N/A |

**Key relationships *(Internal & External)***

* Project Manager
* Commercial Quantity Surveyors
* Customer(s)
* Sub-contractors

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| Date Role Evaluated  | *Be completed by evaluation panel* |