

Site Manager

Level:	Grade 9
Team:	Property Investment
Reports to:	Contracts Manager
Responsible for:	Site Supervisor and Operatives

About the Job

- Be responsible for the day to day planning, organising and management of all elements of Property Investment projects whilst on site, in full compliance with all applicable legislation along with Vico Homes Policies and Procedures.
- Promote the service at all times in a manner consistent with the Customer Charter ensuring a high standard of customer care is achieved at all times.
- Comply with and remain up to date with the duties of the principle contractor under the CDM regulations, codes of practice, by-laws both current and future.

You'll be trusted to

- Need to be fully aware of appropriate legislation and statutory requirements.
- Be aware of and comply with organisational policies and procedures.
- Be expected to work flexibly to meet the changing needs of the service.
- Continually seek opportunities to introduce new working practices that generate efficiencies.
- Ensure that all work is compliant with Vico Homes approach to Diversity and Inclusion, data protection, human rights and confidentiality.
- Maintain a high level of construction knowledge and changes to H & S legislation etc., to ensure the effective and safe delivery of a variety of construction projects.
- Be responsible for delivering operational plans and policies that deliver a high quality and cost-effective Service.
- Be responsible for the production, implementation and control of effective and efficient manual and computerised record systems and procedures for all current schemes and projects.
- Assume direct responsibility for controlling and working within the scheme budget including the daily management of all related assets ensuring effective implementation of procedures.
- Directly ensure that all teams under your control operating throughout WDH perform within agreed and established targets.
- Be responsible for management and monitoring of the day to day performance of all schemes which are your responsibility both site and office based, identifying and offering solutions to senior managers for issues that arise that need to be rectified.

- On commencement of a scheme be responsible for the planning and coordination of the scheme ensuring that information is effectively communicated to others within WDH and sub-contractors as appropriate.
- Assist in the provision of monitoring and reporting data for the financial results and performance of the schemes currently being worked upon by the team.
- Assist in the development of a full training programme in all technical disciplines which fulfils Technical Services Planned team requirements to fully comply with all current Regulations, Codes of Practice and Legislation.
- Ensure that the delivery of the Technical Services Planned service is as efficient as possible by adapting the delivery of the service to suit customer and business need by multi-skilling, changes in operational hours, seasonal and flexible working as required.
- Continually challenge what we do and how we do it, to continually strive to be the best and set the standard for others to aspire to, to drive further efficiency savings for the benefit of Vico Homes and our customers.
- Monitor and review any programme sequence changes or delays requesting that resources are moved to meet the changes needed to the programmes as appropriate.
- Ensure that performance is achieved in line with current targets and timescales; ensure that appraisals, MSM's and sickness interviews are carried out in accordance with WDH procedures. Where required this will also include investigations and Disciplinary Hearings; and
- Assist in the management of CDM and Health and Safety to ensure that safe working practices are maintained at all times.
- Undertake any other duties commensurate with the overall purpose of the job and the grade.

Who you'll work with:

Internal: All Vico Homes colleagues, Elected Board Members, Tenants and customers etc.

External: All stakeholders of Vico Homes, Owner Occupiers, Regulatory / Accreditation Bodies, External Organisations including but not limited to third party suppliers and contractors.

Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:



The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
A qualification at Level 3 of the Regulated Qualifications Framework, in a relevant construction related field.	✓		AF/CQ
A valid Health and Safety qualification such as SMSTS, IOSH Managing Safely or equivalent.	✓		AF/CQ
First aid at work, or willing to work towards.	✓		AF/CQ
Experience in the on-site delivery of large value construction projects.	✓		AF/I
Experience of, and significant success in, establishing and maintaining effective performance measures that have returned continuous improvement in service delivery.	✓		AF/I
Experience of managing a multi-disciplinary workforce including DLO, specialist service suppliers and sub-contractors.	✓		AF/I
Excellent communication skills with employees, managers, tenants, operatives, supply chain representatives and stakeholders.	✓		AF/I
Able to demonstrate effective management skills in the application of employee development practices and procedures.	✓		AF/I
Able to deliver within set financial, programme, satisfaction and associated business targets.	✓		AF/I
Able to respond effectively to working under pressure to meet required deadlines	✓		AF/I
Be an effective decision maker.	✓		AF/I
Evidence of the effective use of computerised management information systems for the monitoring and control of work processes and procedures.	✓		AF/I
Experience of budget management having regard for setting priorities and tight financial limits.	✓		AF/I
Able to identify resourcing needs for the successful delivery of all Technical Services projects.	✓		A/I
A detailed understanding of the current issues facing the provision of social housing.	✓		AF/I
A good understanding of Health and Safety Legislation and CDM Regulations with the ability to apply these to Technical Services projects.	✓		AF/I
Self motivated to work with minimal supervision, and able to motivate a multi- disciplinary work force to deliver an efficient and effective service.	✓		AF/I

Commitment to own and employee development initiatives.	✓		AF/I
High standard of personal and professional integrity.	✓		AF/I
Commitment to diversity and inclusion initiatives.	✓		AF/I
Committed to the delivery of the social aims and values of the organisation.	✓		AF/I
Commitment to quality customer service and continuous improvement.	✓		AF/I
Valid UK driving licence with daily access to a vehicle in order to travel throughout the Vico Homes operating area as required by the business.	✓		AF/CQ
Able to attend out of hours meetings and emergencies as required.	✓		I

Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate) CQ - Certificate of Qualification