

Recruitment Specification

Job Title :	Site Manager			
Business Unit :				
Position Reports To :	Operational:	Site Agent / PM	Functional:	Site Agent / PM
Direct Reports :	Foreman ; Supervisors			
Authorised To Liaise With :	Client, suppliers, subcontractors, internal departments, regulatory bodies, members of the local community and other stakeholders as necessary to achieve contract objectives.			

Role

The Site Manager is responsible for the daily management of various schemes within our portfolio of works.

Key Tasks & Responsibilities

- Fulfilling the Site Manager's responsibilities as laid down in the Company's Health & Safety Policy
- Set up site and establishment, including upkeep thereof.
- Day to day management of all site processes – including maintaining accurate contemporary records and submitting weekly returns in accordance with The Orange Book
- Supervision of workforce (subcontractors and directly employed)
- Ordering of materials, equipment and small items of plant
- Carry out site inductions for all site personnel and visitors.
- Carry out daily white board briefings
- Communicate Work Package Plans, Task Briefings, Tool Box Talks and Safety Alerts to workforce
- Carry out routine checks and record information in accordance with company procedures
- Liaising with public, local council officials, and Network Rail
- Being the company site representative and ensuring a positive company image is portrayed at all times
- Assisting the project team with change assessments by producing appropriate records on file promptly when requested.

Person Specification

- Proven Track record to undertake the role
- Previous experience of site management within a contracting environment is essential
- Previous experience of working within the Rail sector is advantageous
- Excellent interpersonal and communications skills
- IT literate with intermediate knowledge of MS Word and Excel.
- Experience of working collaboratively with client teams

Educational/Professional Qualifications:	Qualified to HNC or NVQ or similar standard within construction site management
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CSCS Requirements:	Site Management
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H&S Requirements:	SMSTS, First Aid and Behavioural Safety Training
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Any other requirements :	PTS AC&DC, COSS or SWL preferable (or previous COSS / SWL) Scaffold & ICATS appreciation, CAT Scan trained, PASMA and Appointed Person
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