

Job Description

Site Agent



Job Title	Site Agent			
Business Unit	AmcoGiffen North			
Position Reports To	Operational:	Project Manager, Contracts Manager	Functional:	Project Manager, Contracts Manager
Direct Reports	Sub Agent/Supervisors/Engineers			
Authorised To Liaise With	Internal Departments, Client Representatives, Suppliers & Sub Contractors and Other persons, as authorised, to achieve contract objectives, including utility plant owners and other third parties.			

Role

The primary purpose of this site based role is to assist with the provision of:

To lead successful contract delivery on behalf of the company by ensuring that all the site team are fully appraised of the contract parameters and have the capability and resources necessary to achieve contract objectives. To develop positive relationships with all parties associated with the contract and to ensure that the contract is delivered on time, within budget and to the agreed quality whilst ensuring that client expectations regarding quality, programme and budget are wherever possible exceeded.

Key Tasks & Responsibilities

The key tasks of this role include but are not limited to:

- Fulfilling the Agent's responsibilities as laid down in the Company's Health and Safety Policy.
- Instil an exemplary safety culture on all the project team.
- Ensuring that the contract is executed in accordance with the requirements of:
 - All applicable legislation
 - The Terms and Conditions of the Contract
 - The Contract Health and Safety Plan
 - The Work Package Plans and Task Briefing Sheets
 - The Contract Quality / Environmental Plan
 - The Policies and Procedures contained within the company Business Management System
- Contribute to the short and long term project planning and feed back to the management team with regards to buildability, efficiency and resource requirements.
- Delivery of the contract within programme and budget. Liaison with site staff and the commercial team to ensure spend is managed in line with tender allowances.
- The promotion of a continuous improvement culture and the use of best practice.
- The continuous monitoring of contract progress to ensure contract objectives are being met.
- Ensuring that in conjunction with the site team and commercial team changes to the contract are identified, agreed and effectively managed.
- The provision of formal reports on contract progress to the Contracts Manager.
- Ensuring that all relevant issues which cannot be resolved at contract level are passed for the attention of the Project Manager / Contracts Manager.

Person Specification

Candidates for this role must be effective team players and should meet the following criteria:

- Be HNC/HND/Degree qualified or hold compensating experience (Civil Engineering preferable)
- Have similar experience within a contracting environment
- Have similar experience within the Environmental sector (not essential)
- Have good communication, interpersonal and organisational/accuracy skills
- Be IT literate in MS Office applications

Educational/Professional Qualifications

HNC/HND or Degree in Civil Engineering or suitable relevant compensating experience

CSCS Requirements

Supervisor/Manager

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AMCO·GIFFEN

H&S Requirements	Site Managers Safety Training Scheme or acceptable alternative (e.g. NEBOSH General Certificate).
Any other requirements	N/A
BIM Responsibilities	As per the contract specific BIM Roles and Responsibility Matrix