**Curriculum Vitae**

**Claude Stelco**

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**DOB:** January 26th 1977

**Brief Summary:** I have over 20 years of experience in the building and construction sector in Australia, primarily involved with residential new builds, as well as experience in renovations, extensions, and refurbs. My career progressed from Site Supervisor to Site Manager to Construction Manager.

Moved to the UK mid-2018 and employed full time as a Site Manager for 12 months for a high-end residential building company based in Wilmslow. Recent long-term freelance role as No. 1 Site Manager for Lovell Partnerships.

Career highlight: achieving unlimited license as a Registered Builder in Australia.

**Work History / Practical Experience**

**Recent employer**

Employer: Lovell Partnerships Feb 2023 – Mar 2024

Project Undertaken: 1st Site located at Miles Platting. Construction of 3-story homes and an apartment block.

2nd Site location at Edge Lane, Openshaw. Construction of apartment block.

Project Role: Freelance No. 1 Site Manager employed to complete the final stage of construction on 12x 3-storey houses and apartment block of 19x 2-bedroom flats at 1st site, and block of 12x 2-bedroom flats at 2nd site.

I was required to perform multiple roles including dealing with customer care issues and assisting the Sales team in meetings and presentations with purchasers and potential customers. Site 1 plots built for private sector so involved reporting directly to Sales Director and Construction Director. Site 2 plots built for social housing client, Your Housing Group, and priorities to minimise the number of snags being reported by the clerk of works, and to ensure the apartment block was handed over within critical time frames, and an improved quality of workmanship.

Tasks: .

* Effectively update and implement a build program to achieve optimal results and increase productivity in order to strive for critical deadlines on CMLs and legal completions.
* Daily focus on improving the quality of workmanship, and ensuring all contractors and trades are fulfilling their responsibilities when it comes to health and safety and housekeeping.
* Booking and meeting with Building Control rep and NHBC inspector for required inspections throughout the build.
* regular weekly meetings with Client, Sales team, Company Management.
* Resolving any technical difficulties and finding resolutions to unforeseen issues.

Project Challenges:

1. Managing time and trades to resolve the massive backlog of customer care items at Miles Platting site.
2. Achieving 100% positive customer reviews on NHBC surveys.

Employer: Mears New Homes June 2022 –Dec 2022

Project Undertaken: Site located at Gorton. Construction of 2-story homes, 3 and 4 bedrooms.

Project Role: Freelance No. 1 Site Manager employed to complete the final stage of construction on 40 plots, so required to perform multiple roles including dealing with customer care issues. Heading a team of 2x Labourers, 1x snagger, 1x Joiner, 1x Painter, and reporting to Construction Manager. Priorities to minimise the number of snags being reported by the clerk of works, complete all previous snag lists outstanding, and to ensure remaining plots are handed over within critical time frames, and an improved quality of workmanship.

Tasks: .

* Effectively update and implement a build program to achieve optimal results and increase productivity in order to strive for critical deadlines on CMLs and legal completions.
* Implement plan of action to dramatically improve site conditions, quality of workmanship, and make many necessary improvements to health and safety which was seriously lacking on site.
* Booking and meeting with NHBC inspector for required inspections.
* Chair regular weekly meetings with client, One Manchester, including their sales team and representatives.
* Resolving any unexpected technical difficulties and other site-related issues.

Project Challenges:

1. Rear 5m high boundary brick wall running the entire length of the site required demolition before several plots could pass final inspection. This involved coordination with the demolition contractors and also the neighbouring company occupying the site on the opposing side of the wall.
2. Project lacked a cohesive customer care approach so I took it upon myself to implement an action plan to professionally deal with customers and their concerns and their outstanding snags and effects items.

**Recent employer**

Employer: Vistry Partnerships Mar 2022 – May 2022

Project Undertaken: Site located at Edge Lane, Droylsden. Construction of 3-story homes, and two apartment blocks.

Project Role: Freelance No. 1 Site Manager without an assistant or contracts manager to provide support, so required to perform multiple roles including dealing with customer care issues. Heading a team of 2x Labourers, 1x FLT Driver, and reporting directly to Construction Director. Asked to fill a role to bring the final plots back on track with a realistic build program and improve quality of work and health and safety conditions.

Tasks: .

* Effectively update and implement a build program to achieve optimal results and increase productivity in order to strive for critical deadlines on CMLs and legal completions.
* Implement plan of action to dramatically improve site conditions, quality of workmanship, and make many necessary improvements to health and safety which was seriously lacking on site.
* Inductions of new trades to site.
* Booking and meeting with NHBC inspector for required inspections.
* Resolving any unexpected technical difficulties and other site-related issues.

Project Challenges:

1. Drop floor joists to second floors of 4x plots due to being one course too high
2. No proper hand over of site to myself so required to collate al information on all plots, subbies, and suppliers

**Previous employer**

Employer: Gleeson Homes Sept 2021 – Jan 2022

Project Undertaken: Site located at Millers Lane, Platt Bridge, Wigan. Construction of 130+ plots, comprising of two-, three-, and four-bedroom homes (detached and semi-detached).

Project Role: No. 1 Site Manager heading a team of 1x Assistant Site Manager, 1x Labourer, 1x FLT Driver, and reporting directly to Contracts Manager.

Tasks: .

* Effectively update and implement a build program to achieve optimal results and increase productivity in order to strive for critical deadlines on CMLs and legal completions.
* Managing the productive day-to-day operations of all operatives and persons on site, and materials coming to site, always ensuring health and safety.
* Implement plan of action to dramatically improve site conditions, overall housekeeping and tidiness, and make many necessary improvements to health and safety which was seriously lacking on site.
* Inductions of new trades to site.
* Daily updates of all Notice Boards, advising relevant labour/trades of these responsibilities and workmanship qualities.
* Booking and meeting with NHBC inspector for required inspections.
* Resolving any unexpected technical difficulties and other site-related issues.

Project Highlight: Given the challenging opportunity of obtaining CMLs and legally completing 20 plots by half year end in a very short period of time. Very pleasing to say we were able to achieve this through an extremely tough period of limited resources, limited manpower, and tight budget.

**Previous employer**

Employer: Stewart Milne Homes 11th Aug 2021 – 20th Sept 2021

Projects Undertaken: No. 2 role at site located on Church Road, Warton, Preston PR4 1BD. Timber frame construction on site of 150+ homes.

Project Role: Temporary agency role to assist site in completion of volume homes under construction, and primary role of handling all customer care issues on site.

Tasks:

* Important tasks involved dealing directly with customers and organising the management and resolutions of all customer care issues.
* Important focus to complete plots of the project in timely and cost-effective fashion, whilst maintaining a high level of workmanship.
* A major emphasis on resident and pedestrian safety, as well as keeping disturbance to residents to a minimum.
* Dealing direct on daily basis with residents and actioning the huge backlog of customer care items in quick, effective manner whilst re-building trust with client base.

Project Highlight: My efforts on site were noticed by higher management and a permanent role was offered to me, which was pleasing. However, at around the same time I was offered a no.1 role elsewhere and chose to take that offer up.

**Previous employer**

Employer: MCI Developments 12th July 2021 – 6th Aug 2021

Projects Undertaken: 200+ plots at site located on Bridgewater St, Leigh including block of 32 apartments.

Project Role: No. 1 Site Manager temporary agency role

Tasks:

* Leading a site team of six, including 1x Assistant Site Manager, 2x FLT Drivers and 2x Labourers.
* Primary focus to complete plots of the project in timely and cost-effective fashion, whilst maintaining a high level of workmanship and safety.
* Ensuring critical deadlines are achieved in efficient and cost-effective manner.
* A major emphasis on resident and pedestrian safety, as site located near major roads and shops, and next to primary school.
* Implementing and introducing site improvements as needed.
* Keeping up to date with all Health and Safety requirements and documentation.
* Inductions of new trades to site.

Project Highlight: During my temporary role with MCI, I succeeded in having all building inspections passed without any RI’s.

**Previous employer**

Employer: Countryside Properties Feb 2020 – June 2021

Projects Undertaken: Timber Frame construction of 244 units in Eccles, comprising 148x three bed dwellings and 48x four bed dwellings (detached, semi-detached, terraced), 48x one/two bed apartments over two 3-storey blocks.

Project Role: Site Agent (part of team headed by Senior Site Manager, and including other

no 2 Site Manager, Assistant Site Manager, 1x FLT Driver, 5x Labourers).

Tasks: .

* Given the challenging opportunity of managing the social housing division of the project, with the primary responsibility of completing the construction of 21x terraced houses and assist in the construction of the two apartment blocks (48 units).
* Effectively update and implement the build program to achieve optimal results and increase productivity in order to strive for critical deadlines. The program presented to the Contracts Manager on a weekly basis, and briefings provided daily.
* Day-to-day operations of managing subcontractors and labourers, and materials coming to site.
* Introducing improvements and innovation where appropriate.
* Inductions of new trades to site.
* Daily updates of Hazards Board and Technical Data Board, advising relevant labour/trades of these responsibilities and workmanship qualities.
* Booking and meeting with NHBC inspector for required inspections.
* Weekly meetings with our Technical team and Health and Safety Officer, and ensuring requirements are followed and enforced.
* Resolving any unexpected technical difficulties and other site-related issues.

Project Highlight: Within three weeks of starting this role, I was able to achieve NHBC pre-plaster approvals on six plots 65-70 without any items/RI’s.

**Previous employer**

Employer: Persimmon Homes Sept 2019 – Dec 2019

Projects Undertaken: 80+ plots in Holmes Chapel (ave value per property 450,000k)

Project Role: No. 1 Site Manager (originally hired for short term 2-week temp role but impressed higher management to secure longer term role).

Tasks:

* Leading a site team of three, including FLT Driver and Labourer.
* Primary focus to complete final plots of the project in timely and cost-effective fashion, whilst maintaining a high level of workmanship.
* Ensuring critical deadlines and customer satisfaction.
* A major emphasis on resident and pedestrian safety, as well as keeping disturbance to residents to a minimum.
* Dealing direct on daily basis with residents and actioning the huge backlog of customer care items in quick, effective manner whilst re-building trust with client base.
* Organised meetings with NHBC inspectors to resolve formalised customer complaints, and initiate required remedial works within required timeframes to assist the business in avoiding further negative backlash.
* Worked with local authorities to push the completion of required main street lights and road works.

**Previous employer**

Employer: Galliford Try (Linden Homes) Mid-Late August 2019

Projects Undertaken: 61x plots in Penwortham, including apartment block of 12x flats

(average value per property 400,000k)

Project Role: Site Manager (temp role)

Tasks:

* Leading a site team of four, including 1x Assistant Site Manager, FLT Driver, and Labourer.
* Driving trades and contractors towards peak productivity, whilst maintaining focus on workmanship, so that critical deadlines are achieved and the end product is of the quality expected by the customer and business alike.
* Assess and action NHBC inspection reports immediately, and prepare properties as required for upcoming inspections.
* Enforce stringent traffic/pedestrian management plans so that the safety and well-being of residents is considered equally important as to those who are working on site.
* Ensure all building works are carried out to a high standard of health and safety, and disturbance to residents is kept to a minimum.
* Cooperate and coordinate with Customer Care department and Sales Office, prioritising all final works are completed, back checks approved, and homes ready for customer hand-over or suitably presented for sales opportunities.

**Previous employer**

Employer: Wain Homes Early-Mid August 2019

Projects Undertaken: 45x two and three storey homes in Congleton (multi-million value)

Project Role: Site Manager (temp role)

Tasks:

* Leading a site team of four, including an Assistant Site Manager, FLT Driver, and Labourer.
* Manage the construction of homes in the final phase of the project by ensuring build programs are updated accordingly so that deadlines are achieved.
* Quick to respond to customer complaints and defects, ensuring action and rectification within satisfactory time frame.
* Assess the quality of work at all stages and ensure readiness for NHBC inspections so that RI’s are kept to a minimum.
* Maintain high level of quality workmanship through daily control checks and measures, and a focussed, stead-fast approach to man management.
* Ensure that all building operations are carried out in line with current health and safety standards.
* Regular reporting to senior management on build program, site issues, and health and safety.

**Previous employer**

Employer: Huntsmere Construction July 2018 – July 2019

Projects Undertaken: 2x high-end multi storey homes in Prestbury (contract value £3M)

Project Role: Site Manager (full-time role)

Tasks:

* Manage the construction of high-end residential dwellings to settlement/completion, ensuring client and business expectations are satisfied or exceeded.
* Ability to think outside the box with strong problem-solving skills, and ability to keep the project moving forward when presented with delays and site issues.
* manage/coordinate/supervise all contractors, suppliers, deliveries and orders, including estimating of materials etc
* Direct and demanding approach to man management to achieve high productivity and quality workmanship.
* Maintain high level of quality workmanship through daily control checks and measures, and a focussed, stead-fast approach to man management.
* Ensure health and safety policies are strictly adhered to, inductions and RAMS are up-to-date, weekly toolbox talks, and records kept of daily/weekly/monthly safety checks.
* Implement cost-saving measures and undertake works in an economic manner to eliminate waste and unnecessary expenditures, keeping in line with budget expectations.

**Previous employer**

Employer: AHB Homes October 2015 – June 2018

Projects Undertaken: Single/Double Storey Homes – Architectural designs

Project Role: Construction Manager

Tasks:

* Manage the construction of homes in the western region of Victoria, from vacant land or knock-down re-builds, to settlement/completion, ensuring client and business expectations are satisfied or exceeded.
* Implement new procedures and systems to improve construction program and overall build quality.
* Lead a team of four site managers and ensure stage claims are brought in within require time frames for optimal business results thus providing an environment for our team to be eligible for bonuses on a monthly basis.
* Ensure construction of dwellings completed within required time frame and within budget.
* Maintain high level of quality control via implementation of checklists, site meetings and QA inspections.
* Ensure OHS policies are strictly adhered to across all sites in the region.
* Sourcing of new quality trades to bring into the business, when required.
* Specific Project Success: Given the task of managing a challenging and difficult new release stage of an estate, comprising of 100 new homes, and see it through to completion. Project value 10 mil.

**Previous employer**

Employer: Urban Edge Homes September 2014 – March 2015

Employment Status: Full-Time

Projects Undertaken: Double Storey Homes – Architectural designs from 38SQ to over 50SQ

Project Role: Construction Supervisor (Portfolio value $12 mi)

Tasks:

* Ensure orders match drawings and specifications.
* manage/coordinate/supervise all trades, suppliers, and deliveries.
* Provide clients with weekly updates via phone calls and site meetings.
* Ensure construction of dwellings completed within required time frame and within budget.
* Maintain high level of quality control via checklists and site meetings and inspections.
* Provide weekly reports to all relevant stakeholders on works completed, works in progress, and future works scheduled.
* Ensure OHS policies are strictly adhered to.
* Induction of new quality trades into the business, when required.

Reason For Leaving: Head-hunted by another Company.

**Previous employer**

Employer: Devine Homes

Employment Period: May 2008 to September 2014

Employment Status: Full-Time

Projects Undertaken: Various Residential Homes, Various Retirement Village Homes, Double Storey Homes

Project in 2012: Meadow Gardens Retirement Village at 18 Cooinda Drive, Delacombe

Project Contract Value: $2,800,000

Project Duration: 12 months

Project in 2014: Hemsley Park Retirement Village at 29 Stawell St, Ballarat

Project Contract Value: over $3,000,000

Project Description: New single storey villas built by tilt panel construction, with special requirements suited for the elderly residents

Project Role: Site Manager

Tasks:

* Supervise tilt panel construction.
* Enforce OHSE Site Management Plan.
* Ensure orders match drawings and specifications.
* manage/coordinate/supervise all trades, suppliers, and deliveries.
* Consult daily/weekly with client to clarify/confirm any required changes/variations to specs or drawings and ensure variations are created correctly and quickly and approved within necessary time frame.
* Ensure construction of units completed within required time frame and within budget and remain flexible on completion dates depending on which units are sold first.
* Maintain high level of quality control via checklists and site meetings and inspections.
* Provide weekly reports to all relevant stakeholders on works completed, works in progress, and future works scheduled.

Project: Places Victoria Project at Heathmont Rd, Heathmont

Project Contract Value: $multi-million

Project Duration: rolling contract – currently two years

Project Description: New double storey homes

Project Role: Site Manager

Tasks:

* Personally managed 26 of 47 large double storey homes simultaneously.
* Enforce OHSE Site Management Plan, including site specific inductions.
* Involved in weekly meetings and reporting to major client.
* Ensure orders match drawings and specifications.
* Manage/coordinate/supervise all trades, suppliers, and deliveries.
* Consult daily/weekly with client to clarify/confirm any required changes/variations to specs or drawings and ensure variations are created correctly and quickly and approved within necessary time frame.
* Maintain high level of quality control via checklists and site meetings and inspections.
* Provide weekly reports to all relevant stakeholders on works completed, works in progress, and future works scheduled.

**Previous employer**

Employer: Dan Construction

Employment Period: March 2005 – May 2008

Employment Status: Full-Time

Projects Undertaken: Various New Residences, Various Residential Extensions/Renovations, Various re-blocking/underpinning/re-stumping

Project: New home at 12 Shearwater Court, Cairnlea

Project Contract Value: Spec Home (sold for $550,000)

Project Duration: 10 months

Project Description: 40SQ double storey brick veneer new home, fully rendered.

Project Role: Project Manager

Tasks:

* Liaise with local authorities as required with regard to permits, town planning etc
* Coordination of all trades and materials, monitor project budget and maintain cost control relative to budget
* Ensure appropriate quality control measures are implemented, complete day-to-day administration etc.

**Certification/Statement of Attainment:**

* Black CSCS Card (valid to Feb 2027)
* First Aid (valid to July 2024)
* Health and Safety Awareness (valid to July 2024)
* ProQual Level 6 NVQ Diploma in Construction Site Management
* Licensed DB-U (registered Domestic Builder Unlimited in Australia)
* Asbestos Awareness
* Certificate IV in Building & Construction (NVQ3 equivalent)
* Manage Occupational Health and Safety in the building and construction workplace (Aus)
* Red Card (OHS card – Aus)
* Perform CPR *(AUS)*
* Erect and Dismantle Scaffold – Basic (Aus)

**Personal Info:**

* My next career goal is to work towards achieving a Contracts/Project Manager role in the industry.
* Married with 4 boys aged 17, 14, 11 and 7 years old.
* I’m a fan of all sports, and play some football, golf, tennis, and squash when the opportunity arises.
* Enjoy fishing, and have had the fortune of catching a 100kg tuna, and a 100kg marlin….but only thanks to my in-laws as I know very little about the art of fishing!
* Prefer a good book over a movie.

**Referees:**

*\* Giles Burton, Project Manager at Lovell Partnerships*

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