

Job title:	Assistant Site Manager
Department:	Production
Responsible to:	Site Manager
Responsible for:	Site Operatives

Job Purpose:

To assist and deputise for the Site Manager in the management and operation of site(s) ensuring that appropriate resources are deployed an effectively and efficiently to meet safety, quality, cost and performance standards in order to achieve build programmes(s).

Main Duties and Responsibilities:

1. Help to ensure the site operates within safety, regulatory and legislative standard

- Communicate to the Site Manager any issues they feel should be escalated.
- Ensure site is safe and secure at the end of each day
- Drive Safety awareness behaviours and practices across the site(s) to achieve our site inspection scores
- Work with your RHSE to maintain awareness of all safety, regulatory and legislative changes
- Assist the Site Manager to ensure that changes are communicated and implemented on site in a timely manner
- Ensure that all inductions are carried out correctly (including RA/MS, are signed and understood), recorded on time in the absence of/or as directed by the Site Manager
- Identify any Young Persons, ensure that suitable supervision is in place and induct accordingly
- Respond and report any adverse incident, accident or near miss event as required by Story Homes emergency and response procedures
- Carry out required H&S Inspections by proactively walking the site, ensuring that all safety standards are being met and any shortfalls identified are actioned.
- Ensure that sub-contractors and suppliers are adhering to HSE regulations, site rules & policies
- Assist the Site Manager to ensure the storage and transport of materials meets safety and regulatory requirements

2. Effective management of site team(s) outputs, performance and development

- Demonstrate & role model behaviours in line with the company values
- Support the site manager to ensure the site teams and subcontractors have a full understanding of programme dates and Story Homes standards
- Coach and develop colleagues to maximise potential
- Provide timely and effective feedback on performance of site teams, including sub-contractors, escalating any issues to the Site Manager where required.

- Assist the Site Manager to ensure that site teams and subcontractors are communicated to regularly including but not limited to: toolbox talks, site challenges and solutions, key build stages/plots for handover, review of handover documentation
- 3. Assist the Site Manager with the effective monitoring and management of build plans, meeting customers, quality and regulatory standards**
- Develop knowledge of products, developments and building regulations to support the effective delivery of the build plan
 - Support the site manager to monitor and communicate, progress against build programmes and completion dates to the sales teams through weekly site and sales meetings.
 - Assist the Site manager in the effective cost management of the site in line with CVR process
 - Regularly inspect quality and condition of work, including internal/external presentation of show home
 - Provide direction and support to on site teams on all aspects of construction
 - Ensure that all progress reports for which they are responsible are accurate, up to date and recorded on M-Site promptly
 - Support the Site Manager in achieving CML's on time in line with the build programme.
 - Support the Site Manager to carry out key stage quality inspections prior to NHBC stage inspections and legal completion dates.
 - Carry out the pre completion inspection at CML to ensure effective snagging has been carried with appropriate action taken prior to customer handover.
 - Assist the Site Manager in programming, ordering, storing, managing and protecting materials.
 - Ensure that all site documentation is processed and recorded accurately, in accordance with GDPR and in a timely manner
 - Deliver customer care excellence at all times, following the Story Homes Customer Journey and fulfilling your role and responsibilities throughout the whole experience. including
 - Work with the Site Sales Executive in a One Team approach to provide a quality handover and demonstrations to our customers
 - Gather and distribute plot handover documentation and certificates to the relevant people

Key Attributes	<ul style="list-style-type: none"> • Good working knowledge of the house building industry • Possess skills and expertise in interpreting and delivering against plans • Ability to build relationships at multi levels both internally and externally • Excellent communication and IT skills
Qualifications/ Experience	<p>Core:</p> <ul style="list-style-type: none"> • Holds a full clean driving license • Experience in dealing with customers and the general public • Experience of civil and trade • Significant knowledge and experience in health and safety requirements and

	standards
	Desirable: <ul style="list-style-type: none"> • Experience of managing a team • Experience working with numerous subcontractors.

Key KPIs/Targets: <ul style="list-style-type: none"> • Quality • HSE • RI's and HBF

I confirm I have read and understood my job description.			
Employee Name		Date	
Employee Signature		Date	
Line Manager Signature		Date	

It is a requirement of Story Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.