|  |  |
| --- | --- |
| **Job title:**  | Assistant Production Manager |
| **Department:**  | Production |
| **Responsible to:**  | Production Director  |
| **Responsible for:**  | 2-3 Site Managers  |

|  |
| --- |
| **Job Purpose:** A development role for an aspiring production manager who can advise, lead and manage site managers in the end to end construction of homes that meet safety, quality and commercial standards to meet the business plan. To lead on Production regional projects.  |

|  |
| --- |
| **Main Duties and Responsibilities:** 1. **Contribute to and support the Production Managers to drive continuous improvement across Story Homes**
* Gain feedback to share with Production Managers
* Make recommendations on continuous improvement in the construction of homes and H&S
* Gain and analyse customer feedback at both handover and completion stages, using this to influence quality and service improvements with team and the management team
* Lead on Production projects across the region
1. **Provide effective management of resources and information to deliver the build plan**
* Provide production team with clarity and focus that adds value in the delivery of the build plan
* Chase commercial for resources to meet deadlines efficiently and effectively
* Provide timely and considered decisions to aid the achievement of completion dates and targets
* Provide supporting information to aid quality of service decisions and agreements to be made
* Collaborate with key departments and colleagues to ensure constructions meet time, quality and cost expectations including materials and use of sub-contractors
* Provide regular updates to sales colleagues in terms of completion dates and optimal dates for promotion activities (open days)
* Ensure that build issues are highlighted and resolved in a timely manner, proactively driving contingency plans to meet target dates
1. **Ensure that all sites operate within safety, regulatory and legislative standards**
* Work with health and safety to ensure we have the appropriate reports and documentation for insurance purposes
* Support health and safety to provide accurate and timely information that satisfies regulatory and legislative requirements
* Ensure health and safety has made and secured all applications (i.e. insurance, building regulations)
* Ensure robust record keeping and document/agreement tracking to ensure regulations are met
* Secure various certifications at all key stages, liaising with multiple external bodies
* Manage and monitor Health & Safety performance and systems, against the Health & Safety plan, inspecting sites and maintaining detailed records
* Ensure responsive correction action is taken on emerging H&S issues in a timely manner
1. **Define, drive and implement build quality standards**
* Agree the key build standards with Production Managers that should be consistent across any Story Homes site
* Ensure that build standards are signed off by senior team
* Communicate, engage and implement defined build standards
* Collaborate and liaise with technical and production teams to monitor progress against plans, design layouts and engineering design
* Meet and assess new suppliers, materials, products, supplies, performance and quality standards
* Identify and assess new materials and ways of working, making recommendations for improvements
1. **Ensure effective cost management and profit maximisation of sites**
* Manage, monitor and review site performance against CVR process, taking corrective action in a timely manner
* Drive commercial awareness within team and challenge cost effectiveness of activities
* Provision of information for Quality of Service measures and to create the cost effective sub-contractor packages
* Monitor and assess cost and time effectiveness of house types to make recommendations
* Record and monitor charges and costs to each job and highlight variances to target
* Effective cost management through defined parameters and measure, including but limited to:
	+ Material losses
	+ Waste removal
	+ Environmental impact
	+ Spoil
1. **Lead the development and performance of the site teams**
* Demonstrate role model leadership behaviours in line with behavioural framework
* Manage the performance of site managers aligned to Story Homes frameworks and performance standards
* Set clear expectations of staff, monitoring performance against programmes of work and agreed deadlines in addition to general site management
* Identify and develop potential within team
 |
|  |
|  |

|  |  |
| --- | --- |
| **Key Attributes** | Core:* Good performance management and communication skills
* Good working knowledge of the house building industry and NHBC standards
* Excellent working knowledge of the build process
* Cost management skills
* Innovative, curious and confident to share new ideas
* Possess sound project management disciplines
* Attention to detail
 |
| **Qualifications/****Experience** | Core:* Site Managerial experience (5years+)
* NHBC Pride in the job winner
* Experience in managing and developing teams and individuals
* Experience in reporting and working to build plans
* Experience in dealing with customers and the general public
* Good knowledge and experience in health and safety requirements and standards
* Holds a full clean driving license
 |

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

I*t 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.*