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| **Job title:**  | Site Manager |
| **Department:**  | Production |
| **Responsible to:**  | Production Manager |
| **Responsible for:**  | Site Operatives & Assistant Site Manager(s) |

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| **Job Purpose:** To manage the operation of site(s) ensuring that appropriate resources are deployed in an effective and efficient manner to meet safety, quality, cost and performance standards in order to achieve build programme(s).  |
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| **Main Duties and Responsibilities:** 1. **Ensure the site operates within safety, regulatory and legislative standards**
* Ensure site is safe and secure at the end of each day & ensure any significant risks or issues are escalated promptly to Production Support teams
* Drive Safety awareness behaviours and practices across the site(s) to achieve our site inspection scores
* Work with RHSEA to maintain awareness of all safety, regulatory and legislative changes
* 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) and recorded promptly.
* 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
* Proactively walk the site, ensuring that all HSE and house-keeping requirements are being met with any shortfalls identified and actioned.
* Support and challenge sub-contractors, Story employees, suppliers and visitors to site adhere to HSE regulations and business standards
* Manage the storage and transport of materials meeting safety and regulatory requirements
1. **Effective management of site team(s) outputs, performance and development**
* Demonstrate role model behaviours in line with the company values
* Monitor and manage the performance and outputs of ASM’s, site teams, including sub-contractors, in line with Story Homes standards
* Coach and develop colleagues and assistant site managers to maximise potential
* Provide timely and effective feedback on performance of site teams, including sub-contractors to Commercial and Production teams.
* Seek and be open to feedback from our site teams, peers and colleagues
* Ensure that site teams & sub-contractors 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* Significant issues are escalated promptly to relevant support teams

 1. **Effective monitoring and management of build programmes, budgets, meeting our customers quality and regulatory standards**
* Maintain knowledge of products, developments and regulations to effectively deliver the build programme to drawings and specifications.
* Manage, monitor and communicate live progress against the delivery of build programmes and completion dates to Production and Sales Managers
* Ensure effective cost management of the site in line with CVR process
* Provide direction and support to on site teams on all aspects of construction
* Ensure that all progress reports are accurate, up to date within M-Site
* Carry out the pre completion inspection at CML to ensure effective snagging has been completed with appropriate action taken prior to customer handover
* Ensure that materials are ordered to schedule with appropriate storage in place and utilised to reduce waste and damage
* Ensure that all site documents are processed and recorded accurately, in a timely manner and in accordance with GDPR
* Work with your Site Sales Executives in a One Team approach to provide quality handover and demonstrations to our customers
* Deliver customer care excellence throughout the Customer Journey working together with project teams to deliver HBF standards, providing a smooth and well managed transition to our Customer Aftercare Teams
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| **Key Attributes** | Core:* Significant working knowledge of the house building industry
* Possess skills and expertise in delivering against build plans
* Excellent communication and IT skills
* Full working knowledge of the build process
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| Desirable: |
| **Qualifications/****Experience** | Core:* Experience in leadership, management and development of teams and individuals
* Experience in working with external bodies and processes
* Experience in resourcing appropriate specialists and materials
* Experience in managing multi-site and multi product developments
* Experience in dealing with external bodies and the general public
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| Desirable: |

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| **Key KPIs/Targets:** |
| * Quality
* HSE
* RI’s and HBF
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| **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.*