**Site Manager**

We are looking for a proficient Site Manager who will oversee all the construction operations on site. This key role within our business is accountable for all aspects of the operational house build process. The Site Manager is responsible for making sure that construction is completed within agreed timelines, cost parameters, safely and to our customers' satisfaction.

The successful candidate will demonstrate strong project management skills with detailed building and construction experience. We also need someone with the ability to manage people and create a strong team spirit on site.

**The Role:**

Pre Planning

* Produce a detailed method statement for the development
* Assist the Production Director in the production of the site programme to meet budgeted objectives.
* Produce detailed roads and sewers, show area and enabling works programme.
* Evaluate the accuracy of relevant information for development, technical and sales departments and external agencies if applicable.
* Determine plant, equipment and personnel requirements in conjunction with the technical departments.
* Assess material delivery times in relation to build programme requirements and pass to technical department.
* Develop specific build programme for show area complex to meet accelerated build programme.

Monitoring and reporting

* Completion of weekly management reports detailing progress against planned objectives and action taken to recover lost time.
* Produce, in conjunction with the Production Director, and monitor progress against site build programme.

Health and Safety

* Assist the development department in the production of the pre start health and safety plan.
* Undertake a site safety induction of all new site personnel.
* Ensure all site personnel comply with the Construction Health & Safety Regulations 1974
* Ensure all operatives have the necessary certification/licence
* Completion of all statutory safety forms on a weekly basis.
* Carry out frequent inspection of all operations to ensure they are carried out in a safe manner.
* Ensure all operatives are working to the method statements and risk assessments submitted
* Ensure site boundaries, access points, offices and buildings are secure at the end of each day.

Planning

* Monitor and update master plan on a weekly basis.
* Produce, in conjunction with the Assistant Site Manager, trade specific weekly programmes.
* Liaise with the materials controller on a daily basis

Quality Control

* Establish the quality of work required and assist the Assistant Site Manager in the management of the work carried out by the sub-contractors and materials supplied by the manufacturers to meet those standards.
* Issue defect sheets to relevant trades.
* Ensure all contractors work to issued drawings, company specification and trade conditions/scope of works.
* Ensure regular inspection of each property
* Carry out random property inspections to ensure quality standards are being maintained.

Site Presentation

* Manage the application of Company franchise rules in respect of street scene etc.

Control of Waste

* Ensure that requisite waste disposal skips and tip skips are available.
* Ensure that sub-contractors and direct labour separate waste in accordance with Company procedures in skips provided.

Sales

* Hold weekly meetings with the Sales Executive and complete the standard pro forma detailing events and activities.
* Liaise on a daily basis with the Sales Executive regarding customer options and variations.
* Liaise with the Sales Executive, buying department and sub-contractor regarding the supply and installation of customer choices.
* Co-ordinate with the Sales Executive the resolution of customer issues.
* Ensure that Show Home internal/external maintenance work is carried out on a weekly basis.

Site Inspections

* Plan and arrange visits by the National House Builders Council Inspectors to carry out stage inspections.
* Plan and arrange with Local Authority statutory services to carry out stage inspections.
* Accompany Inspectors during the course of their visits.

Customer Care

* Assist the Assistant Site Manager with the introduction of the customer to their new home at the familiarisation visit ensuring that any deficits are identified and resolved.
* Ensure that at legal completion the house is defect free, clean and ready for occupation.
* Assist the Assistant Site Manager in regular visits to customer post legal completion to ensure the customers satisfaction with their new home.
* Assist the Assistant Site Manager to resolve any concerns or defects identified by the customer.

**The Person:**

* Detailed building and construction experience
* NVQ Residential Construction Site Management L6 – Preferred
* Knowledge of health, safety and environmental legislation
* Cost controls (working to site budgets)
* Trade background
* CSCS card – Site Management
* First Aid qualified

If you are successful at interview and the Company considers making an offer of employment, you may be asked to give your consent to the following pre-employment check[s] being undertaken by our third party provider, Experian (or any other appropriate third party provider that the Company chooses to engage).

The type of checks made will depend on the role in question but may include any or all of the following

Criminal records (DBS);

Credit reference

DVLA

The purpose of such checks will be to assess your suitability for the role. If it subsequently transpires that you have given incorrect, false or misleading information, your application will not be taken further.

In order to be successful in this role you must be able to prove eligibility to work in the UK.

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.

**Internal Applicants – Please ensure you inform your Line Manager before applying**