**Assistant Production Manager**

At Taylor Wimpey we are passionate about building new homes and communities with a focus on sustainability. We are currently looking for a confident, dynamic and ambitious Assistant Production Manager to assist the Production Director and the Production Team within Taylor Wimpey Bristol.

The successful applicant will be responsible for the management and control of a number of developments within the Business Unit, aiming to achieve high standards of construction quality in a controlled cost environment and ultimately contribute to the Region’s profitability.

You will be able to guide your team to achieve high standards of production quality, to budget, ensuring health and safety standards are maintained at all times. Hence, you will have a commitment to build and motivate a team and continued staff development

**The Role:**

* Ensure the Pre Start Health & Safety Plan is fully developed prior to site start, in accordance with the Health & Safety Executive Directive
* Ensure the required registers and Site Specific Environmental Action Plan (SSEAP) is produced in accordance with Company Guidelines
* Interview Consultants, Sub Contractors and Suppliers, to ensure they are competent, prior to commencing work for Taylor Wimpey
* Liaise with Taylor Wimpey Safety Consultants and the TW Safety Director, to ensure that monthly safety inspection reports are actioned
* Undertake detailed safety inspections with Site Managers during site visits
* Ensure all Site Staff receive the requisite Health & Safety Training, in accordance with the Company’s Training Matrix.
* Assist the Production Director to appraise the project buildability, in conjunction with the Development Department and produce a Construction Programme.
* Attend Pre Planning; Pre Tender; and Pre Start Meetings, to ensure all necessary construction issues are addressed, prior to commencement on site.
* Issue the agreed Build Programme and Build Director to Site Managers
* Review the Pre Start Method Statement submitted by the Site Manager
* Ensure that a culture exists within the Site Construction Team, which guarantees that the required quality of the build process is achieved
* Undertake regular visits to site to review progress and adherence to company and HSE procedures.
* Review the Build Program in conjunction with the Sales and Marketing Director, to ensure work in progress levels do not exceed targets established at site start
* Monitor the application of the Customer Care Procedures, in order to ensure customer satisfaction
* Undertake annual Performance Appraisals, identifying appropriate training and development opportunities, to develop skills and knowledge of Staff

**The Person:**

* Planned & Organised professional with Focus on Solutions and collaboration
* Leadership & Delegation
* Considerable innovativeness and tenacity
* High level of service delivery in a customer centric environment
* The role involves travel which requires a full driving licence.

**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.

If you wish to be considered for this role then please apply in writing to **zara.cumpstone@taylorwimpey.com** **for the attention of Zara Cumpstone, Production Secretary.**

**Closing date: Friday 25th September 2015**

**Internal applicants – please advise your Line Manager if applying for this role.**