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| **Job Title:** | **Production Manager** |
| **Business:** | **Taylor Wimpey South Thames** |
| **Location:** | **Leatherhead** |
| **Reports to:** | **Production Director** |
| **Direct Reports:** | **Site Managers** |
| **Main Interfaces:** | **Consultants/Sub Contractors/Suppliers**  **Safety Consultants/Management Team/Site Management Teams/Production Secretary** |

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| **Overall Purpose** |
| Responsible for the management and control of a number of developments within the Business Unit, in order to achieve high standards of construction quality in a controlled cost environment, contributing to the Region’s profitability. To meet planned objectives and maintain high standards of health and safety at all times. To liaise with other Department Heads to ensure budgeted objectives are met with a commitment to build and motivate a team and continued staff development.  Assist and deputise for the Production Director as required. |

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| **General duties:** |
| 1. **Health & Safety** |
| Assist the Production Director in the following activities:   * 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 * Ensure that the Taylor Wimpey Health & Safety Procedures Manual is complied with at all times * Ensure that in the event that the Taylor Wimpey Policy is revised, that all Management are aware of this and that they amend their Working Practices as necessary * 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. |

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| **Specific Duties Particular to the role of Production Manager** |
| 1. **Pre-Production** |
| * 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. |
| **Skills and Experience required** |
| 1. **Management of construction process** |
| * Issue the agreed Build Programme and Build Director to Site Managers * Review the Pre Start Method Statement submitted by the Site Manager * Review Site Managers’ Weekly Progress and Status Reports and liaise with other Department Heads to resolve any delays or issues identified * Ensure Site Managers correctly plans and programmes his Sub Contractors and Materials Suppliers, to maintain the Build Programme. * Ensure that a culture exists within the Site Construction Team, which guarantees that the required quality of the build process is achieved * Liaise weekly with the Sales Team to review sales and production progress on a site by site basis * Undertake regular visits to site, in order to review progress and adherence to Company and HSE Procedures and Requirements * Review Sub Contract and Materials Suppliers performance, reporting continual problems and defects to the Technical Department * Manage the completion of developments, including ensuring all roads, sewers and public open space adoptions are carried out in a timely manner |
| 1. **Cost Control** |
| * Liaise with the Technical and Design Departments to consider cost effective construction processes at both the design and construction phases * Investigate exceptional cost excesses and take appropriate remedial action * Liaise with Sub Contractors and Suppliers, in conjunction with the Technical Department, to reduce costs, whilst maintaining quality and customer satisfaction levels * Review the Build Programme in conjunction with the Sales and Marketing Director, to ensure work in progress levels do not exceed targets established at site start * Ensure the Taylor Wimpey Waste Management Policy is enforced * Regularly review Sub Contractor day work sheets, and other cost issues, with the Technical Team |
| 1. **Customer Care** | |
| * Instil within the Site Management Team a culture which encourages continuous improvement * Monitor all Customer Satisfaction Surveys and Summary Reports, to ensure that trends are recognised and the appropriate action taken to improve performance * Resolve any disputes that may arise, to the satisfaction of the purchaser, whilst maintaining financial and commercial controls * Monitor the application of the Customer Care Procedures, in order to ensure customer satisfaction | |
| 1. **Personnel** | |
| * Undertake annual Performance Appraisals * Identify and action appropriate training and development opportunities, to develop skills and knowledge of Staff * Manage performance and disciplinary issues in accordance with Company Procedures * Plan and manage manning levels, including the recruitment of appropriately qualified and experienced personnel | |

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| **Key Competences** |
| * Customer Focus * Decision making * Innovativeness * Leadership * Planning * Tenacity * Delegation |

If you would like to be considered for this position, please send your CV to Fiona Anderson, ([fiona.anderson@taylorwimpey.com](mailto:fiona.anderson@taylorwimpey.com)) by Thursday 30 April 2015