

## Sykes & Son Ltd

### Job Description and Person Specification

Date Effective	
<b>IMS Reference</b>	ADM/0200-00
<b>Job Title</b>	Site Manager
<b>Based at</b>	On Site
<b>Reporting to</b>	Contracts Manager(s)
<b>Direct Report(s)</b>	Operatives
<b>Working Relationships</b>	Colleagues, clients, suppliers
<b>Job Summary</b>	To ensure all works are carried out to the standard required by the Company and the Client while adhering to all relevant legislation.

#### Key responsibilities and Accountabilities:

1. Manage directly employed and subcontracted labour on site.
2. Monitor safe working practices, accuracy and quality of work carried out.
3. Liaise with clients, building team, consultants and other stakeholders effectively and professionally.
4. Order materials, labour and plant in a cost-effective manner.
5. Update site administration to Company and Legislative standards.
6. Attend interviews for prospective jobs as required by Line Manager.
7. Attend regular progress and ad hoc technical meetings.
8. Ensure timely completion of works and production of handover documentation as required.

#### Competencies

Competence	Level				
	1 – not required	2 – rarely required	3 – sometimes required	4 – required most of the time	5 – required all the time
<b>Leadership</b>	1	2	3	4	5
<b>People Management</b>	1	2	3	4	5
<b>Communicating</b>	1	2	3	4	5
<b>Resource Management</b>	1	2	3	4	5
<b>Performance and Results</b>	1	2	3	4	5
<b>Decision Making</b>	1	2	3	4	5
<b>Organisational and External Awareness</b>	1	2	3	4	5

## Personal Attributes/Aptitude/Skills

Personal attributes/aptitude and skills	Essential	Desirable
<b>Qualifications</b>		Trade qualifications
<b>Education needed for this role</b>		
<b>Training needed for this role</b>	SMSTS CSCS	First Aid Asbestos Awareness RAMs training
<b>Experience needed for this role</b>		At least 5 years exp running refurbishment projects between £100k - £1.5m
<b>Personal attributes needed for this role</b>	The candidate will need to be able to communicate with site personnel, the professional team including the client.	
<b>Aptitude needed for this role</b>		
<b>Skills needed for this role</b>	Computer skills Good written and verbal communication skills, The ability to organise and prioritise work load Must be a team player	