

<b>Job Title</b>	Site Manager	<b>Location</b>	TBC
------------------	--------------	-----------------	-----

## The Company

TSL is an external envelope contractor that expertly delivers projects ranging from £1 million to £20 million across the UK.

Our team is the driving force behind our continued rapid growth and are the biggest advocates for our future progress. Our family-first approach has developed the culture that we've become renowned for and is ever-present at our headquarters and at each project site.

Our trusted reputation stems from our shared passion for achieving new standards in every project.

## Job purpose

As the Site Manager, you will play a dual role encompassing both strategic site leadership and hands-on operational management.

Your primary objective is to oversee the successful execution of projects, ensuring all activities on-site are delivered on time, within budget, and to the highest quality standards. Working collaboratively with project stakeholders, subcontractors, and the internal team, you will develop and implement effective site management strategies, ensure compliance with health and safety regulations, and maintain a strong focus on project timelines and quality.

Simultaneously, in your capacity as a hands-on manager, you will be responsible for the day-to-day running of the site, supervising subcontractors and labour, monitoring progress, and addressing challenges as they arise. This unique role combines strategic leadership with practical, on-the-ground management, ensuring the seamless delivery of projects and contributing to the overall success and reputation of the business.

## Reporting and Management Structure



As the Site Manager, you may also oversee Junior Site Managers and Supervisors, providing them with guidance, support, and mentorship to ensure the effective management of their respective areas of responsibility. Your leadership will help these team members develop their skills, maintain productivity, and uphold high standards of quality, health, and safety across the site.

Depending on the size and complexity of the project, you may work alongside multiple Site Managers, collaboratively managing different aspects of the site. This structure allows for a clear division of responsibilities while ensuring all elements of the project are effectively coordinated, contributing to its successful and efficient delivery.

## Key Responsibilities

*All are a summary of the key items, this is not an extensive list.*

### Health & Safety Management

- Ensure all on-site activities comply with health and safety legislation and company policies.
- Conduct regular site inspections, toolbox talks, and inductions to promote a strong safety culture.
- Perform regular checks and inspections of equipment, tools, and machinery to ensure they are safe and fit for use.
- Manage and oversee the issuing of permits to work, ensuring all activities requiring permits (e.g., hot works, working at height) are properly authorised and controlled.
- Investigate and address incidents, ensuring corrective measures are implemented and lessons learned are shared.
- Maintain emergency response plans and ensure all team members are aware of procedures.

### Project Delivery

- Develop and manage project programmes, ensuring milestones and deadlines are met.
- Coordinate work sequences for internal teams.
- Oversee the delivery and use of materials, plant, and labour resources on-site.

### Quality Control

- Ensure all works meet design specifications, industry standards, and façade quality expectations.
- Conduct regular inspections to monitor workmanship and adherence to project requirements.
- Manage quality assurance documentation, including test results and certifications.
- Identify and rectify defects or non-conformances promptly, ensuring the site meets handover criteria.

### Labour Management

- Supervise and support **Junior Site Managers, Supervisors**, and on-site labour.
- Coordinate schedules and tasks to optimise workforce efficiency and minimise downtime.
- Provide guidance and mentorship to team members to support their development.

### Site Logistics and Tidiness

- Plan and oversee site logistics, including the delivery and storage of materials, equipment, and waste management.
- Ensure the site remains organised, clean, and tidy to promote safety and efficiency.
- Implement traffic management plans and oversee site access for deliveries and personnel.
- Conduct regular checks to ensure pathways, workspaces, and storage areas are clear and well-maintained.

### Coordination

- Aid the Project Team in the coordination of site activities, ensuring all work aligns with project objectives.
- Liaise with architects, consultants, and design teams to resolve technical queries.
- Collaborate across departments, including procurement, design, and commercial, to facilitate seamless operations.

### Team Leadership

- Manage and mentor Junior Site Managers and Supervisors, ensuring their professional development.
- Foster collaboration and effective communication within the site team.
- Support team morale and address challenges proactively to maintain a productive working environment.

### Cost and Resource Management

- Monitor site expenses to ensure projects remain within budget.
- Identify and manage potential variations, communicating with commercial teams as needed.
- Collaborate with procurement to ensure timely delivery of cost-effective materials.

## **Environmental and Sustainability Compliance**

- Ensure compliance with waste management plans and promote sustainable practices.
- Monitor environmental risks, including dust, noise, and water runoff, and implement mitigation measures.

## **Documentation and Reporting**

- Maintain accurate and up-to-date records, including site diaries, RAMS, and progress reports.
- Prepare project handover documentation, contributing to comprehensive O&M manuals.

## **Collaboration and Multi-Site Coordination**

- Work alongside other Site Managers as required, depending on project size and complexity.
- Support seamless operations across multiple teams and departments, including design, commercial, and procurement.

## **Internal / External Relationships**

### **Design Team Interaction**

- **Internal Collaboration:**
  - Collaborates with the design team to understand project requirements and ensure site activities align with the design vision.
  - Provides input on feasibility and constructability, advising on practical implementation of design specifications.
  - Works with the design team to address site-specific challenges and ensure seamless integration of design and construction.
  - Coordinates with the design team on material usage and placement to uphold aesthetic and functional standards.

### **Contracts & Site Teams Interaction**

- **Internal Collaboration:**
  - Engages with the contracts team to ensure site activities comply with contractual obligations and project requirements.
  - Aligns site management activities with the overall construction programme, ensuring deadlines are met.
  - Maintains open communication channels with site teams to address and resolve on-site challenges efficiently.
  - Supports site teams in implementing the agreed construction methods, materials, and sequence of works.

### **Commercial Team Interaction**

- **Internal Collaboration:**
  - Works closely with the commercial team to ensure site operations remain within budget constraints.
  - Provides feedback on labour and material requirements to support accurate cost tracking.
  - Collaborates on identifying and mitigating potential cost overruns or variations stemming from site activities.
  - Ensures alignment between site progress and commercial objectives, contributing to project profitability.

## Accounts Team Interaction

- **Internal Collaboration:**
  - Provides site-related financial data to the accounts team for accurate budget tracking and reporting.
  - Assists in reconciling site-related expenses and addressing discrepancies in financial transactions.
  - Works with accounts to ensure timely and accurate processing of site-related invoices and financial reports.

## Business-Wide Reporting Interaction

- **Internal Collaboration:**
  - Contributes site management data to comprehensive business-wide reports, highlighting progress and challenges.
  - Provides insights into site performance and its impact on project timelines and costs for strategic decision-making.
  - Communicates site-specific opportunities or risks that could influence company-wide strategies and goals.

## External Relationships

- **Subcontractors and Labour Providers:**
  - Establishes and maintains effective working relationships with subcontractors and labour providers.
  - Ensures subcontractor performance aligns with project specifications and site management expectations.
  - Collaborates with external teams to address and resolve site-related issues promptly.
- **Suppliers and Service Providers:**
  - Builds strong relationships with suppliers to ensure timely and reliable delivery of materials and equipment.
  - Collaborates with suppliers to address site-specific requirements and resolve delivery or quality issues.
  - Works with service providers to coordinate site logistics, including waste management and equipment servicing.

## Key Performance Indicators

- Project milestones
- Safety performance
- Quality compliance
- Team productivity
- Resource efficiency
- Client satisfaction
- Budget adherence
- Site cleanliness
- Stakeholder collaboration
- Accurate reporting
- Environmental targets
- Risk resolution

## Knowledge and Skills

### Knowledge:

- Industry standards
- Regulatory compliance
- Contract negotiation
- Market trends
- Risk management
- Financial understanding
- Supplier management
- Communication
- ERP Systems (Procore, SharePoint)

### Skills:

- Strategic thinking
- Negotiation
- Analytical ability
- Leadership
- Problem-solving
- Decision-making
- Time management
- Adaptability
- Ethical conduct
- Continuous improvement

## Education / Experience

### Education

- Construction management and site safety certifications
- Health & safety, first aid, and compliance training
- Leadership, communication, and project management development
- Knowledge of building regulations and legal frameworks
- Training in technology, ERP systems, and scheduling tools
- Continuous professional development and specialised training

### Experience:

- Extensive construction site management and industry expertise
- Leadership of site teams, subcontractors, and suppliers
- Effective site logistics and resource coordination
- Comprehensive quality assurance and compliance oversight
- Programme management and alignment with project timelines
- Budget, risk, and contract management experience
- Accurate record-keeping and reporting
- Client and stakeholder relationship management
- Delivery of projects to completion, including site handovers

The above outlines the principal functions of the role and is not an exhaustive list. The role holder may be asked to perform other tasks and duties commensurate with their skills and experience.