

Assistant Site Manager

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Company: Robertson Group

Location: United Kingdom

Category: other-general

Overview

Focus. Care. Professionalism. We see more than just managing a site.

Assistant Site Manager

Closing Date:

MAIN PURPOSE OF THE JOB - Summary of the main reason why this job exists.

Responsible for the day to day running of the site and to supervise all trades to ensure a high quality of workmanship whilst driving high H&S standards on site.

Will manage and coordinate all employees, plant and material on site, keeping paperwork up to date. Will work in line with the RPH quality procedures and will carry out daily quality inspections using BIM 360 obtaining sign off by the subcontractors or direct workforce supervisor.

Will carry out safety inspection to ensure the highest level of safety compliance is achieved across the project. Will support and work with the community development team in ensuring the site meets the business standards for CCS compliance during audits.

Your new role

DUTIES - The fundamental tasks of the job are:-

Managing aftercare on site

Maintaining safety records and carrying out audits. Ensure the site is meeting the highest H&S standards including housekeeping, working at height and monitoring compliance against the TMP at all times.

Organise all labour on site, including Sub-Contractors

Quality Control and daily inspections/sign off

Make sure all plant and machines are used safely and efficiently on site in line with prelim allowances

Setting out.

Keeping site records up to date as per Project Quality Plan

Maintain filing system

Checking time sheets

Keeping safety/scaffold/plant registers is up to date

Carry out all duties in accordance with Site Manager's Procedure Manual

QUALIFICATIONS/RELEVANT INDUSTRIAL EXPERIENCE REQUIRED:

Previous experience in the Construction/Affordable Housing Industry and timber frame experience essential.

Experience in managing Architects, Engineers, Clients, Sub-contractors, Supply Chain

Ability to communicate with RPH staff at all levels.

Health & Safety – (mandatory qualification) 5-day SMSTS/CSCS Black card, First Aid.

Temporary Works Coordinator and Appointed persons for Lifting Operations. There will be a requirement to carry out both roles.

Programme Experience essential

What's in it for me

Behavioural Competencies

The Robertson Way reflects how our strong principles have helped us grow into the thriving, modern organisation we are today. It encompasses our defined organisational purpose, vision and five principles that act as our shared values. We have five guiding principles which are the touchstone for how each of us goes about our business every day.

The postholder will always be expected to demonstrate behaviours aligned to our principles. sets out the types of behaviours that bring our principles to life and are key to our success as a business and as individuals.

We listen

Listening enables us to work positively and collaboratively, and gives customers, partners and colleagues the assurance that their voices are always heard.

We are professional

Our mix of prudence and diligence, care and attention to detail means that our customers have certainty and assurance in everything we do and trust us to deliver.

We take responsibility

Each of us is accountable for what we do. From the smallest detail to team safety and caring for our communities and the environment, we know that everything matters.

We are determined to succeed

Every challenge is an opportunity. We work collaboratively and focus on safety, productivity and quality to find solutions we can be proud of and that provide a positive, lasting benefit.

We are one team

We work as one - in our teams and partnerships, and with our customers. We respect each contribution, and everyone stands up to be counted. We are Team Robertson.

In return, we offer a wide range of rewards and benefits, including 33 days annual leave, a great pension and valuable life assurance. What's more, you'll also be able to make the most of a range of brilliant extras. These include our Cycle to Work Scheme, discounts at restaurants and cinemas with a Taste Card, annual flu vaccine, and Health & Wellbeing and Life Management Support for you and your family.

We also have a brilliant smarter working policy, too. That means many of our office-based people and some of our site-based people are able to either work from home or as part of our hybrid model.

When it comes to diversity and inclusion, we see things differently at Robertson. That's why we're working hard to create an environment where everyone can feel welcome, and where we can all be ourselves. We encourage applications from people of all races, ages, genders, religions, sexual orientations and more - so whoever you are, we hope you'll see things our way, too.

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