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| **Job title:** | Trainee Assistant Site Manager |
| **Department:** | Production |
| **Responsible to:** | Site Manager |
| **Responsible for:** | NA |

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| **Job Purpose:**  Learning on the job, experience all day-to-day site activities including the ordering of materials, organising and co-ordinating the build programme, liaising with contractors and ensuring good health & safety practices. |

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| **Main Duties and Responsibilities:**   1. **Monitoring of build plans, meeting customer, quality and regulatory standards**  * Maintain knowledge of products, developments, regulations and competitors to effectively deliver the build plan * Ensure that programmes and build plans are communicated and reviewed regularly * Manage and monitor progress against build plans and programmes * Ensure effective cost management of the site in line with CVR process * Provide support to on site teams on all aspects of the construction * Proactively gain insight and feedback from site teams on progress, building contingency plans for any emerging issues * Ensure that all relevant information and documentation is gained to meet build plan * Secure CML certificates in line with the build plan * Ensure that appropriate storage of materials is in place and utilised  1. **Provide up to date information and records to meet regulatory standards**  * Ensure that all progress reports are accurate, up to date and distributed to key colleagues on time * Provide progress updates to Sales colleagues, updating on completion dates * Ensure that all site documents are processed and recorded accurately and in a timely manner * Ensure that all documents, certificated and records are secured on time * Proactively highlight issues through reporting and conversations, recommending approach to resolve  1. **Effective communication and key relationship management, including Customers**  * Maintain communication with key colleagues * Build relationships with customers in conjunction with Customer Care and Sales colleagues * Provide handover and demonstrations to customers * Drive positive customer survey results * Highlight customer issues, driving resolutions to completion * Ensure that site teams are communicated to regularly including but not limited to: * Toolbox talks * Site challenges and solutions * Key build stages * Plots for handover * Review of handover documentation * Review of handover documentation * Sales performance and impact on build time * Show home maintenance  1. **Ensure the site operates within safety, regulatory and legislative standard**  * Drive safety awareness behaviours and practices across the site(s) to meet minimum site inspection scores * Maintain awareness of all safety, regulatory and legislative changes * Ensure that changes are communicated and implemented on site in a timely manner * Proactively walk the site, ensuring that all safety standards are being met * Ensure that sub-contractors and suppliers are adhering to H&S regulations * Ensure that storage and transport of materials meet safety and regulatory requirements |
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| **Key Attributes** | Core:   * Ability to build relationships at multi levels both internally and externally * Excellent communication and IT skills * A proactive and driving attitude * Willingness to learn |
| **Qualifications/**  **Experience** | Core:   * Experience in dealing with customers and the general public * A full UK driving licence and own transport |
| Desirable:   * Trade background or site experience |

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| **I confirm I have read and understood my job description.** | | | |
| Employee Name |  | Date |  |
| Employee Signature |  | Date |  |
| Line Manager Signature |  | Date |  |

I*t is a requirement of Story Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.*