About HBC Construction Limited

Formerly known as Henry Boot Construction, HBC Construction Limited (HBC) is a wholly owned and independently managed construction company.

Employing over 100 construction specialists and based in Dronfield, Derbyshire, HBC operates across Yorkshire, Teesside and the East Midlands.

A multi award-winning contractor, HBC is committed to the highest possible industry standards. Renowned for building with integrity, authenticity and passion, developers, local authorities, contractors and supply chain partners know they can rely on HBC's service excellence, construction expertise and the ability to deliver solutions for complex projects.

Job title	Site Manager
Department	Production
Location	
Travel	Frequent Business Travel Required
Reporting to	Project or Section Manager
Job grade	6

Job summary

On either a single project, up to a value of £5m or a section(s) of a project the to manage and co-ordinate labour, plant, subordinates, and sub-contractors on site, to ensure that the work is carried out to the highest standards of health and safety, to a high level of quality, economically and in accordance with programme.

Job details

Your key responsibilities are to:

Core Responsibilities

- Ensure that high standards of Health, Safety, Welfare and Environmental compliance is maintained on the Project, ensuring company management system and policies are followed promoting Best Practice and closely liaising with all parties
- Act and undertake duties in role of Site Safety Supervisor, Temporary Works Coordinator and Lifting Operations Co-ordinator as determined within Project Plan and Company Procedures / Work Instructions subject to necessary training
- Work closely with Planner and project team providing input to develop the Construction Programme; effective management of programme, with close monitoring and coordination of site activities, and liaising with the Planner on a regular basis.
- Contribute to cost control as part of Site Team, driving efficiency and keeping control of site costs including labour, materials, and plant hire. Ensure these are all monitored daily / weekly and regular returns maintained.
- Ensure effective management of programme, with close monitoring and coordination of site activities informing the Project Manager and Contracts Manager of any issues requiring assistance, and liaising with the Planner on a regular basis

- Ensuring high levels of Quality throughout the project, and that the Quality Plan is adhered to in line with Contract specific and Company requirements. Ensuring that stage inspections are completed, and involvement in soft landings and aftercare
- Take off, scheduling, and requisition of Plant and Materials where required and undertaking reconciliations
- Ensuring third parties are advised and liaison maintained for any required inspections, and that these are notified and agreed upfront - including but not limited to: Building Control, Client Representatives, suppliers, warranty providers.
- Be fully conversant with project Design information, planning ahead of works on site, highlighting any areas that could cause any other issues and working with designers and design lead to resolve any site issues
- Ensure a general understanding of contractual arrangements on the project in respect to the main contract and that of subcontracts in terms of obligations, responsibilities and processes
- Ensure that the site complies at all times with the Considerate Constructors Scheme Code of Practice, raising awareness of the scheme within the local community, and ensuring high levels of compliance and embracing Best Practice
- Completing reviews of Risk Assessments and Method Statements and ensuring and relevant for the task in hand, ensuring all personnel are briefed on contents and that changes are picked up through appropriate revisions
- Ensure all statutory inspections, servicing and maintenance is undertaken and evidenced for all equipment on site including that of the Supply Chain
- Ensuring competency evidenced, and compliance of all personnel demonstrated and recorded; ensuring all personnel are inducted to site and that regular dialogue and communications established via meetings, tool ox talks and briefings
- Ensuring necessary Permits are in place and accurately completed
- Ensuring all inspections and monitoring undertaken thoroughly and in a timely manner, ensuring that a full audit trial maintained
- Ensure effective communication with all staff to keep them fully informed of all matters which affect their day-to-day activities, ensuring coordination and a positive culture
- Reporting to Project/ Section Manager of any concerns or queries
- Undertaking any other duties that may be requested by the line manager, for which training and/or an explanation has been provided and understood
- Take an active and participative role in a variety of operational meetings.

General

- Establishing and maintaining high standards of safety, health and wellbeing, ensuring safety of self and others.
- Be proactive in identifying issues and the action of change
- Observe strict confidentiality in respect of information contained in correspondence

Personnel & Development

- To further the development of self through the organisation of their workload to provide varied experience and greater responsibility. Support all team members in their development, passing on knowledge and information to help develop their skills, mentoring trainees and junior staff where placed
- To make full use of the Company's internal appraisal and training facilities to facilitate continued personal development, and that of reports

- Consider your own training needs and make suggestions accordingly, undertaking training as directed.

Qualifications, Skills, Knowledge and Experience		
Education, Training and Qualifications	Essential:	• HNC / Relevant Degree or trade background • Previous experience in the overseeing Construction projects and management experience
	Desirable:	• Managing of Lifting Operations • SMSTS / SSTS and CSCS card • Temporary Works Coordinator • NRASWA Supervisor • First Aid • Fire Warden • Contractual Awareness • Basic Scaffold Inspection
Relevant Experience	Essential:	• Strong knowledge of construction technologies and construction management • Experience of working cohesively in a team • Experience of working on an active construction site • Track record of performing role of project lead on low values schemes, or responsibility for sections of larger schemes
	Desirable:	• Some experience in a management setting • Experience writing reports • Experience dealing with subcontractors, external stakeholders and Clients / professional teams
Skills, Aptitudes and Abilities	Essential:	• Good written and verbal communication skills with the ability to report clearly. • Strong interpersonal and teamwork skills • Ability to work under pressure and multi-task • Work within tight deadlines, coordinate with all stakeholders across the project • Working with a diverse range of contacts and communicating effectively at all levels • Experienced at how to resolve any disputes, managing conflicts and influencing / negotiating skills • Excellent timekeeping

		• Strong understanding of technical and problem solving skills
	Desirable:	• Driving Licence – Access to and from different sites
Practical and Technical Knowledge and Experience	Essential:	• Strong in understanding design information with ability to accurately interpret and disseminate on site • Strong knowledge of legal requirements, CDM, safety and building standards • Strong understanding of construction technologies and methods • Basic knowledge and competence over a range of IT systems and web-based applications such as CDE's
Behaviours	Essential:	• Leading on forming and maintaining an inclusive and diverse environment on site • Embrace and contribute towards a positive culture in regard to Health and Safety on site, leading by example • Remain organised and focussed on each project whilst dealing with failure and risk • Represent and promote the Company in a professional manner