

JOB DESCRIPTION

Site Manager

Role Purpose

Take full operational responsibility for the safe, profitable and successful delivery of an individual construction project, ensuring contractual obligations, quality standards, programme milestones and financial targets are achieved.

This role typically reports to a Project or Contracts Manager.

Our Core Values

At Meldrum, we place real importance on recruiting the right person for the right role. Our Core Values govern the culture and behaviours we expect all of our employees to personify.



Integrity

Being honest and having strong consistent moral and ethical standards combined with mutually beneficial colleague relationships in order to drive positive behaviour and culture. Respect and trusting in each other's ability to do our job well, being accountable for our own actions and therefore being part of a successful team.



Pride & passion

Placing a high importance on the value of the positive contribution each of us makes to the Organisation and the strength of commitment to do so.



Quality

Providing a level of service in line with our Quality, Environment Management Safety System (QEMS) and Best Practice.



Innovation

New methods of working which drives efficient behaviours and Continuous Improvement.

Key Accountabilities

This will include, but is not limited to, the following:

- Lead the delivery of a construction project from mobilisation through to completion and handover.
- Ensure projects are delivered safely, on time, within budget and to agreed quality standards.
- Manage all site-based employees, labour and subcontractors to maximise productivity and performance.
- Develop and maintain short-term and detailed construction programmes aligned to project objectives.
- Monitor project costs, variations, labour expenditure and site resource utilisation, taking corrective action where required.
- Act as the primary operational point of contact for clients, consultants and key stakeholders.
- Control site quality management processes and ensure compliance with QEMS requirements.
- Identify and manage project risks, implementing mitigation plans to protect programme, quality and profitability.
- Coordinate procurement requirements and ensure materials and plant are available to support project delivery.
- Manage snagging, defects and project closeout activities to achieve client satisfaction.
- Deliver project reporting, forecasts and progress updates to senior management.



Measures of Success

- Project delivered safely.
- Programme achieved.
- Costs controlled within approved budgets.
- Quality standards met first time.
- Client satisfaction maintained.
- Contractual obligations fulfilled.

Continuous improvements

You will contribute to the overall running and continuous improvement of the business, along with development of the Construction Department, by ensuring that the highest professional standards are maintained to continually improve the service given to Clients. This includes:

- Identifying problems and offering solutions.
- Ensuring the Company's QEMS procedures are followed as they relate to the Construction Department, and offering suggestions as to their development and improvement
- Encouraging and developing teamwork both within your team and between teams, internally and externally.
- Have an excellent understanding and are compliant with the QEMS, particularly the processes outlined in IP06

General requirements

You will be expected to maintain the highest levels of confidentiality at all times regarding the company and its Clients. You must also work efficiently and safely at all times in accordance with the appropriate training, the Company Safety Policy and HSE guidelines.

Your ability to relate well with Clients and Staff and to maintain high professional standards is very important, alongside your ability to communicate in a clear, concise manner both in writing and verbally. In doing so you must also ensure an appropriate standard of dress and personal appearance is maintained at all times.

You should demonstrate and use initiative to carry out work with minimal supervision, including the skills to prioritise and work to strict deadlines whilst being thorough and paying close attention to detail. This will be reinforced by demonstrating an enthusiastic, flexible and conscientious approach to work.

Once inducted, you should demonstrate a clear understanding of the Company's structure, values and procedures, including the QEMS. In relation to this, you must advise your line manager immediately of any visits to site by external agencies such as the Health & Safety Executive, Environmental Health Officers etc.

The main duties listed above are not intended to be exhaustive and may be revised in accordance with the requirements of the department and the company

Signed:.....
Director

Date:.....

Signed:.....
Employee

Date:.....



PERSON SPECIFICATION
Site Manager

Capability	Requirement
Qualifications & Development	NVQ Level 6 Construction Site Management (or equivalent), Black CSCS Card SMSTS TechCIOB and working towards MCIOB Temporary Works Coordinator qualification. RAMS Assessment & Implementation Abrasive Wheel Asbestos Awareness Manual Handling First Aid at Work Fire Marshal Fire Safety Awareness Safe Working at Height Scaffold Awareness IPAF, PASMA & Building Safety Act Competent (Desirable)
Technical Delivery	Understands construction methods, sequencing and trade coordination.
Health, Safety & Compliance	Demonstrates safe site behaviours.
Planning & Programme Control	Understands short-term programmes and six-week lookaheads.
Quality Management	Understands QA processes, inspections and defect management.
Commercial Awareness	Understands basic cost drivers and resource utilisation.
Leadership & People Management	Supervises labour and subcontractors effectively.
Communication & Stakeholder Management	Communicates professionally with site teams and suppliers.
Risk & Decision Making	Identifies issues and escalates appropriately.
Business & Systems Thinking	Understands company procedures and project controls.