



# Role Profile

<b>Job Title:</b>	Trainee Site Manager
<b>Responsible to:</b>	Site Manager
<b>Responsible for:</b>	Sub-contractors and on-site team (in the absence of the Site Manager)
<b>Location:</b>	Across South Wales sites

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## Job Purpose

- Support Site Manager with the day to day supervision of sub-contractors and site team.
  - To be a key role in maintaining a high level of health and safety onsite.
  - To support the site supervisor and team with any onsite issues as they arise.
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## Accountabilities

- Ensure production targets are achieved and to a high quality.
- Ensure site team and contractors are complying with working method statements.
- Plan and manage site orders to ensure site waste is reduced.
- Support the site manager to ensure the site achieves the required health, safety and environmental performance standards.
- Encourage safe working practices addressing any issues they arise and reporting any serious concerns to the Site Manager.
- Effectively manage the site-based team and site materials in the absence of the Site Manager.
- Attend site meetings with or on behalf of the site manager in their absence.

## General Tasks

- Comply with Hale policies and procedures.
- Carry out any other duties as deemed reasonable for the level of the post.

## Knowledge/Skills/Experience

### Essential

- Planning and organising, with the ability to manage multiple projects
- Ability to communicate with colleagues and sub-contactors
- Ability to interpret written specifications, drawings and measure accurately
- Ability to use own initiative
- Be able to work within a team
- Knowledge of Health and Safety legislation and building regulations (inc Health & Safety at Work Act 1974, CDM regulations, COSHH)
- Knowledge of Building Regulations
- Time keeping
- Professional and polite when dealing with colleagues, customers and visitors
- Ability to use – list what ICT packages such as Microsoft Outlook, Word and Excel
- Enthusiastic and willingness to learn
- Well presented
- Honest and trustworthy
- Driving license

### Desirable

- Valid CSCS Supervisors Card (Construction Skills Certification Scheme) or a willingness to complete this qualification whilst in employment. Hale will fund the cost of the test and card. If you are not sure if your card if your can is valid you can find out more information at <https://www.cscs.uk.com/applying-for-cards/types-of-cards/>
- Experience of supervising people and/ or sub-contactors  
Experience of working in the construction industry
- HNC/HND Construction Management or equivalent qualification
- Access to a vehicle
- Welsh speaking
- Experience of writing method statements

## **General**

*The above responsibilities should be read in conjunction with all express contractual terms relevant to your employment and any other non-contractual Policies and Procedures published by Hale, which are amended from time to time.*

*In addition to the specified Job Purpose and Accountabilities all Hale staff are expected to:*

## **Equality**

*Proactively promote the principles and practices of equality of opportunity, to ensure its effective implementation within their own work and the work of team members.*

## **Health and Safety**

*Understand their personal responsibilities for ensuring the highest standard of Health and Safety towards themselves and others (e.g. colleagues, team members, the public, etc.). Understand the Hale Health and Safety Policy, including details of relevant responsibilities for employees, managers and senior staff members as well as the consequences for failing to follow them.*

## **Confidentiality**

*Under no circumstances should any personal data/information or sensitive personal data/information or business sensitive data/information be divulged or passed on to any persons or organisations that are not permitted to receive such data.*

## **Data Protection**

*In line with legislation, and organisational policy, all personal data/information will be processed in line with the General Data Protection Regulation (GDPR) 2016/679. This includes how staff collect, use, retain, share and destroy personal data/information.*

*To undertake any other duties requested by the Line Manager, which are consistent with the overall purpose of the post.*

## **Learning**

*Be willing to undertake the appropriate learning and development to fulfil the requirements of your role and meet site safety standards.*