



Job title	Site Manager / Site Agent
Reports to	Operations / Project Manager
Department/Business stream	Scotland

Main purpose of the role:

The Site Agent/Manager is responsible for the management of the construction site in order to achieve required project delivery to the customers' objectives, while maintaining high standards of health and safety, quality, environmental impact and cost control.

They will deliver on-going projects, to the specified quality, the required program and to the maximum commercial performance. The post-holder will work closely with the Estimating Department, engineers and surveyors to ensure that projects are completed in a safe manner whilst customer requirements and expectations are always maintained or exceeded.

Main duties and responsibilities

Site Agent/Management

- Assume overall responsibility for the successful delivery of projects.
- Deliver the work safely, without environmental incidents and to the specified quality without defects.
- Manage direct labour force and subcontractors and provide direct instruction and support as necessary such that contractual arrangements are achieved.
- Ensure the commercial performance of the contract is maximized.
- Ensure production and implementation of Project Plans, risk assessments, method statements, site waste management plans are in line with Company procedures.
- Produce and manage the project programme.
- Encourage and coach team members to develop their skills.

Client Interface

- Deliver end product to customer satisfaction.

Cost Control

- Populate and manage the cost plan for the project.
- Maximize project value.
- Ensure detailed site diaries/records are completed.
- Maintain commercial tension to drive out cost and challenge the status quo.

Reporting

- Produce good quality, accurate weekly/monthly reports for the Client and internally.
- Chair weekly site meetings in line with Company procedures.

Collaborative Working

- To work collaboratively with clients and wider project delivery teams ensuring effective and timely communications, proactively managing the expectations of both client and Barhale.

Audit and governance

- Comply with the governance as set out by Barhale
- Work with client's audit team to ensure all documentation are available for audits as required.



Key measures & targets

- Barhale and client monthly and weekly reporting timescales are met.
- Adherence to Business Unit Objectives.
- Ensure 3 Pillar KPI measures are met.

Key relationships

- Customers and stakeholders
- Subcontractors and suppliers
- Site teams and support departments
- Clients

Person specification:

Criteria	Requirement	Essential & Desirable
Knowledge & experience	<ul style="list-style-type: none"> • Working knowledge of NEC contract conditions, CDM regulations, Design Management, Programme & Risk Management and cost control including forecasting, actual cost and value reporting. 	E
	<ul style="list-style-type: none"> • Be able to demonstrate responsibility for the project programme. Work with the Planner, design and site team to update the programme as required 	E
	<ul style="list-style-type: none"> • Proven ability to manage the expectations of the customer to ensure a seamless transition of asset ownership. 	E
Skills & Qualifications	<ul style="list-style-type: none"> • Degree/HNC in Civil Engineering (or equivalent) 	E
	<ul style="list-style-type: none"> • CSCS Manager 	E
	<ul style="list-style-type: none"> • IOSH Managing Safely or SMSTS 	E
	<ul style="list-style-type: none"> • Temporary Works Coordinator 	E
	<ul style="list-style-type: none"> • Lifting Appointed Person 	D
Personal Qualities	<ul style="list-style-type: none"> • Cable Avoidance Training 	E
	<ul style="list-style-type: none"> • First Aid Training 	E
	<ul style="list-style-type: none"> • Excellent communication, people and team management skills. 	E
	<ul style="list-style-type: none"> • Ability to challenge designs and resolve problems to conclusion. 	E
	<ul style="list-style-type: none"> • Ability to demonstrate the right behaviours and motivate and lead the team in line with the Company culture, ensuring high standards of compliance. 	E

How to apply:

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to careers@barhale.co.uk.

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.