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Revision:	
Date:	
Client Reference:	

Job Description

Employee		Job Title	Construction Manager		
Department	Operations	Location	Site based		
Line Manager	Project Manager	No. of Direct Reports	1-5	Safety Critical	Y

Job Purpose

To lead on project delivery and site management, ensuring safe delivery of the project to time, cost and quality requirements.

Key Accountabilities

Project management and delivery

- Ensure all staff are inducted onto sites and projects
- Ensure adequate supervision is being provided for all works
- Brief supervisors and operatives on Task Briefing Sheets and SSOW
- Ensure that all works are completed in line with specification / drawings, with relevant ITPs and check sheets being completed for each activity
- Raise internal requisitions in line with company procedures
- Check Weekly Plant records, ensuring unnecessary plant is off-hired

Health & Safety, Quality, Environment

- Take responsibility for compliance with all relevant BCM IMS and project specific plans.
- Complete site documentation including site inductions, daily attendance registers, dilapidation surveys, daily diaries, inspection checklists (fuel bowser, first aid and fire extinguisher), risk assessments, permits and take 5 observation forms
- Ensure completion of key project Environmental documentation including Vegetation Clearance Records, Pollution Prevention and Control Assessments, Controlled Waste Transfer notes, Hazardous Waste Removal Records
- Ensure site records are maintained as per IMS requirements (including inductions, site registers, COSHH records, completed ITP's, SMARTwaste figures)
- Write TBS and WPP when required
- Complete Safe Work Pack and Open Line Working applications when required
- Ensure HAV assessments are being conducted and monitored, with results sent to HSQE Team
- Complete Access Point Locations Registers when required
- Apply for HV Assessments when required
- Ensure ITP's are completed in accordance with the Quality Plan
- Conduct project audits and supplier evaluations as per IMS Audit procedure and project audit schedule
- Ensure non-conformance is managed in accordance with company procedures
- Brief out HSQE Toolbox Talks as relevant, ensuring briefing forms are signed
- Submit HSQE KPI's to HSQE Team

Meetings & Reporting

- Attend internal project start up meetings
- Attend HSQE Start up meetings
- Attend Weekly Construction meetings

People Management

- Manage performance and compliance of site staff / subcontractors

Finance


- Review monthly budget to build with Project Manager and reconcile against current resource and material levels

IMS Processes and Procedures

You are required to comply with all IMS Core policies, procedures and associated forms relevant to your role. Procedures include (but are not limited to) the following:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Accident & Incident • Audit • Nonconformance and Corrective Action • Document Control • Engineering Design Management | <ul style="list-style-type: none"> • Inspection & Testing • Project Delivery Management • Planning • Risk Management • Rail Compliance |
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Parent document:	P-T2-11 Human Resources Management	Project Filing location:	Held with HR	Document Owner:	HR Manager
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- Electrification
- HSQE Documentation
- Hours Worked - Fatigue
- Site Set Up & Welfare Procedure
- Temporary Works
- Commercial and Procurement

KPIs

You will support and help the company achieve group and departmental objectives and KPI's

- Business**
- Oversee project performance - on time, within budget
 - Ensure project reports submission - periodic
- Safety**
- Control Lost Time Injury Frequency Rate (LTIFR) - 0.20
 - Control Close Call Reporting Frequency - 1:200Hrs
 - Control Accident Frequency Rate - 0.00
 - Customer Satisfaction Rating - >4.0
- Quality**
- Audit Frequency (measured against site hours) - 1:600Hrs
 - No Major Defects (rework greater than £2,500) - 0
- People**
- Employee Satisfaction Survey Participation Rate - 90%
 - Conduct individual meetings with direct reports - monthly
- Ensure PDPs submission - 100%

Job Requirements


- Minimum 5 years experience as Construction Manager (or 4 years as APM / 3 years as PM).
- Planning & Scheduling**
 Consults with the Project Manager on how the programme is to be delivered.
- Delivery**
 Co-ordinates the work and allocates resource to complete tasks as per the P6 Programme.
- Project Management**
 Maintains project budget and programmes key milestone dates.
- Project Documentation & Reporting**
 Produces relevant site documentation and holds Construction meetings to report on progress.
- Stakeholder Management**
 Manages the Project Managers expectations and pro-actively flags issues, collaborates with the supply chain.
- Change Management**
 Ensures change is captured in variations and assists the Commercial Manager with EWNs.
- Auditing**
 Conducts audits as per audit procedure.
- Safety**
 Ensures all staff have been inducted in the project and are aware of all Health and safety requirements.

Competencies & Training Requirements

- Understanding of Primavera P6 basic level*
- Understanding of SSOWP NR Standards 044 and 019 (e-learning module)*
- CSCS card to relevant level*
- PTS*
- Manager's Environmental Awareness Training*
- General understanding of project cycle from experience / mentoring from PM*
- Understanding of the BCM IMS*
- Advanced MS Office skills training / experience*
- SMSTS / IOSH Managing Safely*
- Temporary Works Supervisor*
- First aid at Work*
- Fire Warden*
- Site Supervisory Course*

Leadership Behaviours (for any role):

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- **Collaboration** – We believe in the power of working together.
- **Continuous Improvement** – We learn, innovate and change our tomorrow.
- **Safety & Wellbeing** – We stay on the safe side and care for each other.
- **Productivity & Efficiency** – We add value through productive and efficient ways of working.
- **Proactive Ownership Mindset** – Everyday we personally make a difference to create value.

Declaration

By signing this Job Description, I confirm that I have been briefed and understand its content and will carry out my work in strict accordance with company Policies & Procedures, in conjunction with any additional clients' requirements.

Name:			
Signature:		Date:	

Deputising Duties

The undersigned have been briefed and understand the above job description and responsibilities. I will undertake these duties in the event of the absence of the above Manager (subject to any constraints listed below).

Name	Position	Location	Date Briefed	Signature