

Roles and Responsibilities Form

Job Title	Site Manager
Work Location	Various
Line Manager	Managing Director
Purpose	
The purpose of this role is to manage Civils projects/contracts, including daily operations, commercial aspects and managing a team.	
Responsibilities	
• Management of day-to-day operations on site including personnel and plant requirements. • Procuring materials for works in advance of required start date. • Compiling quality and safety documents such as Method Statements and Risk Assessments. • Planning and management of all site resources • Liaising with clients and other stakeholders • Review and maintenance of project documentation (including RAMS, ITPs and other QA, project management plan, Construction Phase Health and Safety Plan). • Co-ordination of all activities relating to the execution of civils works (this includes project planning, coordination of labour, subcontractors, plant and material, managing changes to the scope of works and programme, managing defects). • Co-ordinate temporary works from design to execution. • Comply with all HSE requirements at EMN premises and sites as well as all client sites. • Understand and adhere to the company standards, policies, and procedures. • Always maintain company confidentiality. • Be familiar with office and site security measures, ensuring the premises are locked and secured at all times. • Report any accidents/incident in the workplace to management immediately. • Liaise with and follow instructions from all senior management. • Establish and maintain effective working relationships with all colleagues, assisting as required. • Any other duties as directed by Management.	
Skills, Knowledge, and Qualification Requirements	
• Relevant, proven experience in similar role/environment • Ability to foster strong working relationships • Sound commercial, financial and contractual awareness • Excellent communication skills • Ability to prioritise to manage tight deadlines in a fast-paced environment • Ability to use a variety of Microsoft software packages to a high standard. • Construction Skills Certification Scheme (CSCS) card (White or above) • Site Manager Safety Training Scheme (SMSTS) • Full UK Driving licence • Eligible to work in the UK on a permanent basis without restriction (no sponsorship available) Desirable but not essential • First Aid Training - 3-day Course • NEBOSH • Temporary Works Co-ordinator	

HSE & HR E-learning (Atlas – Citation)	
Upon joining the Company, employees will be assigned mandatory e-learning relevant to their role (as detailed in the Company Citation Training Matrix). Employees are required to ensure all e-learning courses are refreshed prior to the certificate expiry date.	
I hereby acknowledge that I have read and understood the contents of the document stated above.	
Employee Name	
Signature	
Date	