SITE MANAGER

Hawkins Projects Ltd provide support for clients undertaking changes within their business. Removing the stresses associated with project management, by managing the project for the entire timeline; from concept to delivery. Hawkins take time to listen so their clients' vision and requirements are fully understood. Guiding them through every aspect of the project, offering support as it is required.

Everyone at Hawkins is committed, hardworking and passionate about what they do. Hawkins strives to provide a positive and fun working environment that focuses on comfort, collaboration and creativity to promote problem solving, effectiveness and success. Hawkins invests in staff training and development and embraces continuous improvement. Hawkins strives to and enhance staff engagement, job satisfaction and wellbeing.

About the job

The main purpose of the role is to manage and coordinate day to day running of our site(s). Contracts on multiple sites across the UK with typical contract values between £100K and up to £2.5M. To work alongside the Contracts Manager to set up and run multi-disciplined construction contracts. To be the clients point of contact for day-to-day queries ensuring a high level of customer service and satisfaction.

We are looking for an exceptional individual who shares in our values and commitment who will add value to our team and take a lead role in driving the business forward to ensure continued development and success.

Reporting to	Projects Contracts Manager
Location	Unit 9a, Thorpe Way, Banbury, OX16 4SP – Hawkins 2 and site locations
Job type	Full-time, permanent

Key responsibilities

- To manage and organise the day to day running of the site, ensuring that the client's specifications are met, reviewing progress and liaising with Contracts Manager to monitor cost.
- To ensure that client objectives and project timelines are communicated, understood and met by the site teams and contractors.
- To ensure that Health & Safety policies and procedures are followed, promote and maintain the highest standards of Health & Safety, Environmental and Quality Management.
- To carry out administration tasks, including but not limited to, carrying out site audits, writing snagging lists, ensuring adequate record keeping, updating RAM's, providing reports and minutes.
- To ensure that site induction has been provided to contractors and visitors.
- Lead by example and demonstrate the company's professional image and core values at all levels on the contract.

Person specification

Experience and knowledge

- 5-10 years' experience in a similar role
- Experience overseeing the full project lifecycle (including but not limited to ground works, steel frame, block and brick works, commercial roofing and cladding, interior fit out works)
- Organised and effective project management skills
- Previous managerial role
- NVQ Level 6 Site Management qualification - advantageous but not required
- SMSTS qualified
- Sound knowledge of Health & Safety regulations
- Understanding/awareness of ISO 9001
- IT literate, Microsoft Office – intermediate level
- Comprehensive knowledge of all aspects of industry recognised standard forms of contract
- Proven track record of working and adhering to the specific requirements of subcontract agreements

Travel is an essential part of the role and therefore it is imperative you hold a full UK driving license.

Skills and attributes

- Proven operational management and leadership
- Strong people skills with the ability to engage with the project team to motivate and enhance team performance and positively influence others to achieve highest results
- Technically competent and able to translate requirements effectively
- Strong strategic problem-solving skills
- Organised, self-motivated, assertive
- Strong communicator with strong client and customer service skills
- Excellent attention to detail, quality and service delivery
- Desire to monitor, review and implement change to support continuous improvement and performance
- Proven creator of sustainable client relationships and new business development

What you'll get in return

- Great team morale and company culture
- Training and development opportunities
- Competitive salary
- 22 days annual leave plus bank holidays
- Flexible pension scheme
- Company Car (role specific)
- Discretionary Bonus
- Socials and team activities
- Long Service Award
- Death in Service (subject to qualifying service)

Get in touch

Hawkins Group of Companies is an exciting and fast-growing business, and we are always keen to hear from new talent wishing to work in the construction industry.

If you would like to learn more about working at Hawkins and the roles we offer, get in touch, have a chat and discover how you could build your career with Hawkins.

We'd love to hear from you, please us on 01295 252363 or email careers@hawkins-group.co.uk