

SITE AGENT JOB DESCRIPTION

LOCATION

Site Based (UK Wide)

THE ROLE

As a Site Agent you will be responsible for the management of larger value projects (or oversee multiple smaller value projects) to achieve required project delivery to the customers objectives, while maintaining high standards of health and safety, quality, environmental impact, and cost control. You will deliver multiple on-going projects, to the specified quality, the required programme and to the maximum commercial performance. The post-holder will work closely with the Project Manager and Contracts Manager to ensure that projects are completed in a safe manner whilst customer requirements and expectations are always maintained or exceeded.

Projects will include, but not limited to dredging and marine civil engineering contracts for clients ranging from government agencies to large corporations and private individuals. Works may include dredging, Scour Protection, Bridge Construction, Minor Civils, Environmental Improvement and Marine Piling.

KEY ACCOUNTABILITIES

1. Judgement regarding upward referral of issues to line management for further guidance
How this is measured: All issues are dealt with appropriately and are resolved promptly due to correctly referring issues to appropriate members of the team
2. Take ownership of developing where required a suitable technical solution (outline, developed or detailed), whether that's temporary or permanent to support the tender process of a project.
How this is measured: The company is frequently selected for desired contracts due to evident competence in technical solutions that evoke confidence and trust in potential clients
3. Critically appraise client solutions, to offer alternatives, innovation or cost saving
How this is measured: Contracts with clients are cost-effective and ultimately successful, due to tangible decisions on your part upon the key functionalities of the client solutions with outstanding industry-backed knowledge supporting each and every appraisal.
4. Aid Project Manager in developing client relationships within the key strategic work areas of the LWS business plan, seek new clients and build upon existing relationships to enhance LWS strategic market position as an innovative contractor.
How this is measured: Outstanding relationships with clients are maintained and built. These relationships are outstanding due to evident levels of trust, loyalty and successful and cost-effective operations that are founded with said clients.

KEY DUTIES & RESPONSIBILITIES

Site Management

- Maintain responsibility for commercial performance of the project.
- Develop and manage the cost plan for the project.
- Ensure detailed site diaries/records are completed.
- Deal with developing or actual problems with resources promptly. Ensure that records of resources are complete and accurate.
- Manage subcontractors and provide direct instruction and support as necessary such that contractual arrangements are achieved.
- Be responsible for the successful delivery of projects.
- Ensure all staff, subcontractors and visitors are properly inducted, meet the competencies required of them and hold relevant qualifications and tickets.
- Develop and maintain the risk and opportunities register for all projects.
- Attendance at daily briefing/ weekly -look ahead/ programme.
- Understand and interpret project drawings and specifications. Identify ambiguities, errors and omissions. Manage the Technical Queries process and raise where required.
- Effective preparation and management of ITP's.
- Ensuring site quality control. Including checklists (reinforced concrete, earthworks, piling etc.), Technical Queries and Document Control.
- Ensuring site control/survey/setting out approaches are effective.
- Preparation of RAMS and supervise delivery of them.
- Contribute to effective site procurement scheduling, management and reconciliation.
- Produce and manage the project programme.
- Production of monthly reporting for the Client and internally.
- Supervise and co-ordinate Temporary Works in accordance with the LAWS Temporary Works Procedure.
- Ensure that the Quality Record Package is produced and maintained.

Health and Safety

- Leading by example, encouraging the team to take responsibility for safety of colleagues, themselves, and clients.
- Comply with LAWS Health & Safety policy and defined standards and processes when managing and delivering projects, undertake risk assessments, report incidents, accidents and near misses where appropriate.

- Maintain and manage construction sites and subcontractors, developing positive working relationships.
- Oversee and ensure that all HSQE-related documentation is kept up to date and briefed as necessary.
- Ensure that daily, weekly and monthly inspections are carried out and all audits and reports are produced.

Technical

- Ensure appropriate stages of design development comply with CDM Regulations 2015) (or update thereof).
- Brief, appoint and manage design consultants as necessary both in the development of permanent and temporary works solutions.
- Using knowledge and experience, make judgement regarding risk-related issues and required action. This may include judgements regarding modifying the design or design programme to deal with risks, opportunities and variances.
- Technical writing for tender submissions or technical reports.
- Provide technical leadership to others and mentor junior members.

Environmental

- Ensure that environmental and heritage issues are considered at the planning and delivery stages and environmental legislation is followed.
- Carryout works with a minimal impact to the environment.
- Consider environmental impact and sustainability with procurement decisions.
- Ensure that all waste material generated is disposed of in accordance with the SWMP and Waste Management Licensing Regulations, or that a suitable exemption is in place. Ensure that the correct transfer tickets are used and that a record of all waste movements is kept.
- Contribute to the environmental security of projects and sites.

General

- Work with and support Estimating to develop tenders.
- Critically appraise client solutions, to offer alternatives, innovation or cost saving.
- Aid Project Manager / Contracts Manager in developing client relationships within the key strategic work areas of the LAWS business plan, seek new clients, design contracts and build upon existing relationships to enhance LAWS strategic market position as an innovative contractor.
- Prioritise workload and competing elements and activities of multiple projects to ensure delivery to timescales agreed.

- Judgement regarding upward referral of issues to line management for further guidance.
- Comply with company and group procedures and policies.

OUR CORE VALUES & BEHAVIORS

PASSION & EXCELLENCE

Pursing a can-do attitude; being proactive and owning our work. Challenging the status quo and loving what we do.

RESPECT

Aware of our impact on others; we value openness and carefully listen to the review of others. We respect our colleagues ourselves and our environment.

COLLABORATION

We work together to achieve a common goal.

EMPATHY

We demonstrate a caring approach to our colleagues, our customers and ourselves.

HONESTY & INTEGRITY

When something goes wrong we own it. Learn from mistakes and avoid it happening again.

QUALIFICATIONS AND TRAINING

SKILLS AND EXPERIENCE

Proven experience of management and technical support in a civil engineering environment (including CDM regulations)	Essential
High level of written communication experience, preferably technical writing for tender submissions or technical reports	Essential
Willing to be ambassador for Land & Water Services	Essential
Knowledge of all aspects of successful site and project management	Essential
Excellent commercial awareness and proven experience of delivering profitable works	Essential
Proficient in the use of personal computer and business applications/software including BIM procedures and cloud-based document control	Essential
Valid driving licence and willingness to travel throughout UK	Essential

Can do attitude	Essential
Ability to demonstrate the right behaviours and motivate and lead the team in line with the company culture, ensuring high standards of compliance.	Essential
CSCS Card and SMSTS	Essential
Working knowledge of NEC condition contracts, programme and risk management and cost control including forecasting, actual cost and value reporting	Essential
In-depth knowledge of BS5975 TW Procedure and experience working as a Temporary Works Co-ordinator	Essential
Appointed Person (Lifting) CPCS card	Desirable
Chartered with the ICE or working towards ICE Chartership	Desirable
Experience of managing and training junior team members	Desirable
Degree/HNC in Civil Engineering, or equivalent	Desirable

PERSONAL ATTRIBUTES

Analytical	Essential
Conscientious	Essential
Communication skills	Essential
Organizational skills	Essential