



ROBINSONS CLADDING

Grow • Respect • Inspire • Trust • Deliver

JOB PROFILE & INFORMATION PACK SITE/PROJECT MANAGER



ROBINSONS GROUP
RECRUITMENT DEPARTMENT
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COMPANY OVERVIEW

Robinsons is a family-run manufacturing and construction business, working throughout the UK on Industrial and Agricultural projects. Robinsons' Head Office is based in Lockerbie, with an additional office in Cheshire. We are passionate about empowering our employees, supporting our local communities, and having a positive impact on our ever-changing environment. Sustaining these family values as we continue to grow is one of our main aims.

OUR VISION

To build a prosperous and sustainable future for our employees and customers alike; integrating our strong family values into the business creating a safe and supportive future for generations to come.

OUR VALUES

<p>GROW</p>	 <p><i>We consistently strive to be the best in the industry, keeping health & safety at the forefront of our work and exceeding expectations, all while developing our workforce sustainability.</i></p>
<p>RESPECT</p>	 <p><i>We value the contributions, views and interests of others within and out with our company and treat all equally with dignity.</i></p>
<p>INSPIRE</p>	 <p><i>Our team will lead by example and build a future for the next generations – 'Building Your Future'.</i></p>
<p>TRUST</p>	 <p><i>We strive daily to establish and maintain excellent working relationships with our clients & customers and the local community.</i></p>
<p>DELIVER</p>	 <p><i>We promise to deliver exceptional quality, with a friendly, first-class service, on time, every time</i></p>

JOB DESCRIPTION

Position:	Site/Project Manager (Cladding Systems)
Reporting To:	Cladding Contracts Manager
Location:	Site Based
Contract:	Full Time, Permanent
Salary:	Competitive
Hours of Work:	Monday to Friday, (40 hpw)
Job Reference:	ROB-CLAD-001

(An amount of flexibility is required to meet the needs of the business)

PURPOSE OF ROLE

As a Site/Project Manager, you will lead and be accountable in the execution of cladding projects. ensuring that the scope of works is delivered safely, on time, to the required quality standards, meeting the acceptance criteria and achieving the expected financial outcomes with the role requiring you to be predominantly site based on the larger scale projects and mobile if & when required.

DUTIES & RESPONSIBILITIES

Reporting directly to the Cladding Contracts Manager & Operations Manager, the key duties and responsibilities for this role include, but are not limited to:

- Manage and ensure the safe and efficient delivery of contracts and projects within defined time constraints.
- Work in conjunction with the company's Health & Safety Advisor to ensure sites are compliant with Health & Safety legislation.
- Produce site-specific risk assessments and method statements (RAMS) and deliver toolbox talks, team briefings, and site audits.
- Preconstruction preparation, request plant & equipment and ensure operatives are scheduled to commence and progress the work.
- Resolve any queries promptly aiding site teams in planning and methodology of approach.
- Arrange and coordinate site labour teams as required to obtain maximum efficiency onsite.
- Line management of supervisors and installation teams directly employed and subcontracted.
- Attend and participate in site pre-start & progress meetings when required copy of minutes to be distributed internally
- Liaise with the procurement team to ensure timely delivery of materials for installations.
- Ensure all variations are captured & logged within our internal systems ensure the commercial department is informed & prices agreed before additional works commencing.
- Liaise with our Design team to ensure detailing and fixing specifications are followed.
- Responsible for effective client relationship management and providing updates to internal and external stakeholders on project/contract progress.
- Producing project daily reports detailing all daily tasks undertaken.

PERSON SPECIFICATION

Essential Criteria:

- Proven and relevant track record of multi-project management.
- Relevant, valid CSCS card.
- CITB SMSTS certification.
- A high level of verbal and written communication and familiarity with Microsoft Office packages.
- Sound general knowledge of current industry developments.
- Due to the nature of the role, the successful candidate will have a valid driving licence and will be willing to travel throughout the UK with overnight stays required depending on the site location.

Desirable Criteria:

- Experience and knowledge of cladding systems.
- Valid First Aid Certificate.
- Plant tickets; IPAF & CPCS.

EMPLOYEE BENEFITS

Robinsons values its employees and the contribution they make towards our organisational goals and success. In return, as an employee, you will be able to enjoy a wide range of benefits available to you.

- 28 Days Holiday Entitlement (inc. Bank & Public Holidays and Christmas Shutdown).
- Holiday Buy & Sell Scheme.
- Workplace Pension.
- Flexible Working.
- Recognition & Loyalty Schemes.
- Employee Assistance Programme (EAP).
- Company Vehicle or Car Allowance
- Employee, Friends & Family Discount Card for On-site FarmFit Shop.
- Training & Development Opportunities Relating to the Role.

HOW TO APPLY

If you believe you have the right skills and personal qualities, please apply with a cover letter and CV to recruitment@robinsons-group.com.

Your Application:

All applicants will receive an application confirmation email. If you do not receive an email within three working days from the application date, please contact us on the number provided below. For informal queries relating to this position, please contact our recruitment team on 01576 228 888.

GDPR & DISCLAIMER

We encourage applicants to read our Recruitment Privacy Policy, this is available on our careers page of the company website. This document is subject to change as the demands of the business and as the role, develops. The role requires flexibility and adaptability. All company employees need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.