



OUR VISION

'TO BE A COMPANY PEOPLE ASPIRE TO WORK FOR, WHERE WE WILL ALWAYS DELIVER THE BEST EXPERIENCE FOR OUR CUSTOMERS'.

ROLE DESCRIPTION

TITLE

SITE AGENT

REPORTING TO

CONTRACTS MANAGER/OPERATIONS MANAGER

TEAM

DIVISIONAL

FUNCTION

ENGINEERING/OPERATIONS

JOB PURPOSE & CONTRIBUTION TO THE ORGANISATION

Apply and develop knowledge and skills delivering construction projects and leading site teams.

Make decisions and develop your confidence and ability as a site agent with support from your contracts manager.

ROLE ACCOUNTABILITIES (Specific accountabilities for the role)

- Understand project requirements (tender, form of contract, deliverables, programme, drawings, specifications, etc) and communicate to your site team, providing information to the workforce/sub-contractors in a suitable clear, concise and timely manner.
- Ensure that your project is properly planned, programmed and resourced to achieve safe, profitable and timely delivery.
- Ensure quality control requirements are met and recorded through compliance and implementation of the Integrated Management System.
- Prepare monthly progress reports, and ensure that method statements, risk assessments and approval documents are in place for all site activities.
- Supervise and manage your site team and activities ensuring a high standard of health, safety and environmental compliance - promote a positive safety culture.
- Monitor and manage all foreseeable risks and opportunities associated with your project
- Ensure adherence to legal requirements and company procedures.
- Ensure thorough understanding and adherence to all the contractual requirements.



- Identify problems and seek the most efficient construction solutions.
- Proactively lead the site team, providing motivation and development support.
- Prepare in partnership with the commercial team monthly reports and forecasts
- Ensure labour, plant, material and subcontract requirements are procured, reconciled and managed through implementation of Evision.
- Support the divisional team in Marketing, Business Development, Work Winning and other business requirements
- Directly and/or with the help of others in your team, proactively engage with project communities to promote construction as a positive career choice, create favourable relationships with stakeholders, and enhance Knights Brown's reputation.

MANAGER ACCOUNTABILITIES (Generic accountabilities for all management roles)

- Represent and promote the company in a professional manner.
- Understand our business strategy and six point plans. Share with your team how they can contribute to achieving them.
- Encourage colleagues to deliver and recognise success.
- Challenge how things are done to make us more productive.
- Encourage your team to suggest improvements to how we work in line with our Right Works ethos.
- Understand our HSQE standards and ensure your team knows their responsibilities
- Understand personal responsibilities to comply with our company policies and procedures and recommend improvements.
- Continually enhance the reputation of your team.
- Help your team understand their roles in protecting and enhancing our reputation.
- Recognise behaviours in your team that reflect our guiding principles
- Create opportunities for you and your team to learn.
- Challenge behaviours that do not create an inclusive environment.

COMPETENCIES

GUIDING PRINCIPLE	MANAGER BEHAVIOURS
FOSTER TEAM SPIRIT. We are stronger together	Proactively develops team culture. Shares knowledge. Flexes management style to get engagement from all team members
INSPIRE CONFIDENCE AND ADMIRATION. We build respect through trust	Monitors and continually improves customer experience. Encourages strong relationships at all levels so we become a trusted partner.
FACE CHALLENGES WITH ENTHUSIASM. We are adventurous, encouraging, creative and open minded	Tackles complex problems with determination. Embraces change. Encourages and assists others to succeed. Identifying where support is needed.
BUILD OPEN AND HONEST RELATIONSHIPS. We listen to what others have to say	Develops relationships across the wider business and with other stakeholders. Values the contribution of others.

<p>ADD VALUE THROUGH SIMPLICITY. We are straightforward and uncomplicated</p>	<p>Focuses on team priorities and implementing Right Works, communicating effectively. Strives to eliminate inefficiencies. Anticipates risk and takes decisions in a timely manner.</p>
<p>TAKE PRIDE IN SUCCESS. We challenge the way we work to find a better way</p>	<p>Celebrates team and individual success. Encourages improvements to the business.</p>

