

## NU Living JOB DESCRIPTION

<b>Job Title:</b>	<b>Regional Construction Director</b>	
<b>Section:</b>	<b>Construction</b>	
<b>Reports to:</b>	<b>Managing Director NU Living Construction</b>	<b>Salary: Competitive</b>
<b>Responsible for: The Regions Construction Project and senior project managers, Site managers, Foreman, Assistant Site Managers and associated construction site staff associated with a project.</b>		
<b>Location: Tramway Office</b>		
<b>Main Purpose of Job</b>		
<p>As a Regional Construction Director you are expected to make a significant contribution to ensure the success of the business.</p> <p>Managing the construction team to provide a quality product efficiently, safely and professionally, within set budgets and agreed timescales, ensuring highest levels of customer satisfaction.</p> <p>The construction department also ensures the company's policy on health &amp; safety and the requirements of health &amp; safety legislation are met and safe working practices are actively managed.</p> <p>Oversee all required construction activities from pre construction through to final completion. In doing so you will demonstrate a commitment to the company's values and display a strategic perspective whilst recognizing operational pressures.</p> <p>To Proactively liaise, support and work closely with colleagues, to ensure construction expertise is integrated within the planning and delivery of all our projects.</p>		

<b>Principal Accountabilities</b>
<b>KNOWLEDGE, SKILLS AND EXPERIENCE</b>  <ol style="list-style-type: none"><li>1. TECHNICAL RESPONSIBILITIES</li><li>2. PEOPLE MANAGEMENT</li><li>3. GENERAL</li><li>4. HEALTH &amp; SAFETY</li></ol>

## **TECHNICAL RESPONSIBILITIES**

1. To provide strategic leadership in the management and construction of our projects with corporate governance responsibilities which extend across all business areas and which require the job holder to actively promote best practice throughout the company
2. To set priorities for utilizing team resources adapting to account for changing circumstances.
3. Actively identify and resolve obstructions to Program, Quality, Cost and Customer Value.
4. Adopt, maintain and improve the project workflow process between internal and external team members, consultants and subcontractors to ensure construction of our projects is in compliance with the requirements of the business.
5. Play an active role in the preparation and maintenance of our employers requirements, ensuring the levels of quality and performance of our projects is in accordance with the requirements of the company.
6. Oversee programme activities, ensuring the successful delivery of our construction projects to the highest standards, on time and within budget but always in compliance with our Health and Safety and quality procedures.
7. Maintain responsibility for the regions construction activities. Ensure accurate and up to date progress reports are prepared for review at monthly meetings on all projects
8. In accordance with our construction and commercial procedures ensure accurate records are maintained to ensure payments are made in line with our contractual responsibilities.
9. Take the lead in maintaining a dynamic approach to sustainability, ensuring that all construction processes are evaluated and continuously improved to deliver best practice.
10. As Regional Construction Director actively participate and drive the design process from Pre construction to Post Completion activities, ensuring the construction best practice and efficiencies are incorporated into the design of a scheme in a timely manner.
11. Chair meetings, make targets and chase actions on behalf of business.
12. Act as an ambassador for the department, maintaining professional business persona, promote the business, foster, maintain and improve relationships with all internal teams and external stakeholders.

13. Ensure all required construction information required for Handovers is provided in line with agreed target dates.
14. Ensure all require construction information required to Compile H+S & O+M manuals is provided in line with agreed target dates
15. Demonstrate a commitment to providing a high standard of customer care.
16. Achieve the smooth running of projects keeping ahead of project delivery using experience and measurable skill.
17. A measurable, early uptake and implementation of new company and departmental protocols.
18. Participate in the Tender, Appraisal and recommendation for approval of Subcontractor / Supplier procurement in line with the companies commercial and financial guidelines.
19. Ensure construction information required for the contractual administration of consultant and subcontract orders is maintained diligently and in issued in a timely manner. Keeping accurate records to protect the company's position.
20. Ensure all construction information is up to date, accurate and held on a projects approved document management system.

### **PEOPLE MANAGEMENT**

1. Prepare a Development strategy and plan for all construction staff, clearly identifying a career path with targeted durations.
2. Ensure professional working relationships are maintained with all internal teams, external consultants and contractors in line with best practice guidance.
3. Ensure compliance with all corporate Policy and Procedures.
4. Strive to improve the productivity and effectiveness of colleagues within the construction team so they are empowered to achieve company and personal targets.
5. Lead by example, gain trust, backing and respect of all colleges and consultants.

### **GENERAL**

1. Carry out other such duties as may be assigned to achieve the companies targets.

## HEALTH AND SAFETY

Under the Health & Safety at Work Act you have to ensure the Health & Safety of yourself and others who may be affected by what you do or fail to do. This includes colleagues, clients, public and contractors. The Act applies to all work activities and premises and everyone at work has responsibilities under it. You must co-operate with any work place Risk Assessments and draw any perceived problems to the attention of your line manager.

In addition to the general obligations of all employees under the Health & Safety at Work Act, you have a duty to undertake periodical review and Risk Assessments of your operational areas as it affects staff, clients, public and contractors.

The Risk Assessment includes all aspects of your responsibilities as covered by legislation. These Risk Assessments will be recorded and identified problems dealt within appropriate time scales. Records to be maintained of all work undertaken which is a requirement of Health & Safety Law.

***This job description accurately reflects the requirements of the job at the time of writing but may be subject to change from time to time to meet the changing needs of the Company.***

## NU LIVING PERSON SPECIFICATION

**DEPARTMENT:** Construction

**JOB TITLE:** Regional Construction Director

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS EXPERIENCE AND KNOWLEDGE</b>	CSCS Card Holder	Experience of working in the Social Housing / Private Development Sector
	Ability to use IT systems effectively	Educated to honors degree level (or equivalent) in Design or Construction related subject (minimum 2:2)
	Excellent Written and verbal Communication Skills	
	Diligence, Drive and Honesty.	
	Experience in Large Scale Residential led Developments	Experience in off site methods of construction
	A strong team player with natural ability to work autonomously as well as part of a larger team.	15 years + Construction Experience