



# Job Description

## Site Manager

<b>Reports to</b>	Head of Restoring Rivers & Catchments
<b>Responsible for</b>	Overseeing the physical delivery of work on the ground
<b>Location</b>	Hybrid working, mainly Site work across the entire SERT region with some office days based in Leatherhead as required.

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### The role

This is an exciting new role which marks a real step change in SERT's capacity to deliver more projects in-house. The Site Manager position is the first dedicated site based role overseeing operations on our construction sites implementing a range of projects which will bring meaningful change for the environment. Projects will vary in scale and complexity and cover a range of disciplines. The work will typically involve removing weirs, installing fish passage easements, carrying out tree works, create in-channel habitat features, digging ponds, scrapes and creating wetlands. It will vary from planting hedgerows all the way through to implementing large-scale habitat enhancement works such as rechannelling and Stage 0 projects. Sites vary from those in urban South London through to ones in remote countryside of Kent and Berkshire.

The role sits within the Restoring Rivers and Catchments (RRC) Team. The RRC work with the other teams in the Trust to take projects through their complete lifecycle, from conception, through the designs phase, consenting and onto delivery. You will be working closely with the RRC team, supporting the development of the projects, through advising and feeding into the practical considerations of how the designs will be implemented, identifying efficiencies and maximising the benefits achieved for the environment.

You will manage the sites and be hands on implementing the work. This is a physically demanding role, working with power tools, moving materials and getting in and out of rivers. Projects will be delivered using SERT team members and contractors. You will ensure that they are working efficiently; whilst liaising with the Health and Safety Manager to ensure that this is safe and compliant. You will manage and mentor a junior member of the team who will support you with the work being carried out on site.

The health of rivers has never been more important. This role is integral in ensuring the delivery of projects on the ground that will make a real difference in protecting the quantity and quality of water in the water-stressed south east, whilst enhancing biodiversity.

### Key duties & responsibilities

- Manage daily site operations, ensuring projects are completed on time, within budget, and to the highest standards.
- Moving materials and tools around the site and working with power tools in the river.
- Ensure Health and Safety compliance, working with other staff to act as Principal Contractor under the CDM regulations. This will involve writing and adhering to Risk Assessments, Method Statements & Construction Phase Plans.
- Coordinate and supervise activities, including scheduling and resource allocation to optimise productivity on site.
- Liaise with clients, contractors and suppliers to ensure project requirements are met.
- Resolve any issues or conflicts that arise during construction.
- Support staff with site visits, surveys and provide Early Contractor Involvement (ECI) to the RRC through the development phase.
- Have responsibility the provision and maintenance of equipment, organising the storage facilities and identifying training requirements for specific tasks and staff.

- Manage and mentor junior team members.
- Be an ambassador for SERT when coming into contact with the public, clients and stakeholders.
- Ensure site workers adhere to our code of conduct.

## Person specification

Requirements	Essential	Desirable
<b>Training &amp; Experience</b>		
Proven experience in site management within the construction industry.	X	
Experience delivering environmental improvement projects, preferably with rivers.		X
Tree felling and chainsaw experience, including holding certificates of competence.	X	
CITB Site Management Safety Training Scheme certificate		X
Managing risks on site including creation of Risk Assessments and Method Statements.	X	
Compiling Construction Phase Plans.		X
Qualifications relevant to river habitat management (first aid, water safety, brushcutting/strimming, dumper and digger operator). Please specify in your application.		X
Topographic surveys using Total Stations		X
<b>Knowledge &amp; Understanding</b>		
Strong knowledge of health and safety regulations related to construction.	X	
Experience of acting as Principal Contractor under CDM regulations.		X
Working knowledge of rivers, natural processes and freshwater habitats.		X
Familiarity with the rivers of the south east of England.		X
<b>Skills &amp; Personal Attributes</b>		
Strong leadership abilities with a focus on team collaboration and motivation.	X	
Excellent time management skills and able to prioritise workloads to ensure efficient scheduling and timely completion of projects.	X	
Strong organisational and planning skills.	X	
Proficient IT skills, particularly MS Office.	X	
Friendly and approachable attitude and the ability to be diplomatic when speaking to the public.	X	
<b>Miscellaneous</b>		
Any further duties as required	X	
Commitment to equality of opportunity.	X	
Happy to work longer days when necessary, with time off in lieu.	X	
Current driving licence and vehicle which can be used for work purposes, and happy to drive a van.	X	
Suitable, safe home working environment.	X	