

SITE MANAGER ROLES AND RESPONSIBILITIES

Reports to: Project Manager

Function: Site Operations / Project Delivery

ROLE PURPOSE

The Site Manager is responsible for the safe, organised and productive day-to-day management of the assigned ST Group site or work area. The role controls site activities, workforce, subcontractors, plant, logistics, quality, environmental standards and daily records so that work is delivered in accordance with the approved programme, RAMS, drawings, specifications and Company requirements.

Working closely with the Project Manager and project team, the Site Manager plans upcoming work, confirms that the correct people, plant, materials, information and controls are available, identifies problems early and escalates issues that cannot be resolved within site authority. The role is a key visible leader of site standards and is expected to stop unsafe or non-compliant work.

This role profile operates alongside Statom Group's PDR process, role-specific technical competencies, Statom behavioural competencies and separately agreed objectives. Together these provide the framework for assessing performance, capability, development and contribution.

KEY WORKING RELATIONSHIPS

- Project Manager and Project/Contracts Director as required.
- Engineers, supervisors, forepersons, operatives and site support staff.
- Quantity Surveyor/Commercial team, Health & Safety, Quality, Environmental, Plant and Procurement.
- Subcontractors, suppliers and specialist contractors.
- Client site management, consultants, inspectors and other authorised project stakeholders.

KEY RESPONSIBILITIES

Site Setup, Planning and Readiness

- Support or lead site mobilisation and ensure work areas, access, welfare, storage, security, traffic routes, signage and temporary arrangements are suitable for planned operations.
- Review upcoming work and confirm drawings, specifications, RAMS, permits, materials, plant, competent labour, temporary works requirements and access are available before activities start.
- Maintain practical daily and short-term plans aligned with the project programme and communicate priorities clearly to supervisors and the workforce.
- Identify clashes, missing information, resource gaps, access issues or unsafe sequencing early and escalate them before they cause delay or uncontrolled risk.
- Ensure site rules, client requirements and project-specific controls are understood and applied.

Health, Safety and Environmental Site Control

- Provide visible day-to-day safety leadership and enforce Company and project HSEQ standards consistently.
- Ensure relevant RAMS are in place, understood and briefed before work starts and that work is carried out in accordance with the agreed controls.
- Deliver or ensure delivery of toolbox talks, task briefings and site inductions as required and maintain appropriate records.
- Monitor PPE, exclusion zones, access, housekeeping, plant movements, lifting, excavations, temporary works, utilities, work at height and other project-specific hazards.
- Stop work where conditions are unsafe, controls are not in place or work is outside the competence/authority of the persons involved.
- Report incidents, near misses, environmental events, unsafe conditions and defects promptly and cooperate fully with investigation and corrective action.
- Ensure waste, dust, noise, spills, contaminated materials and other environmental risks are controlled and managed in accordance with project requirements.

Supervision, Workforce and Subcontractor Management

- Coordinate site personnel, supervisors, subcontractors and deliveries so work fronts are properly staffed and sequenced.
- Confirm that individuals have the required competence, cards, training, authorisation and supervision for the tasks allocated to them.
- Set clear daily expectations for safety, productivity, quality, housekeeping and conduct and address poor performance or unsafe behaviour promptly.
- Monitor attendance, punctuality and deployment and provide accurate site information to the Project Manager and relevant functions.
- Promote respectful teamwork and challenge bullying, harassment, unsafe conduct or behaviour inconsistent with Company standards.

Daily Production, Plant and Logistics

- Coordinate daily construction activities against the agreed plan and maintain focus on safe and efficient completion of planned work.
- Monitor labour and plant productivity and identify the causes of lost time, standing time, rework or inefficient sequencing.
- Ensure plant and equipment is suitable, inspected, used only by authorised competent persons and defects are reported and isolated where necessary.
- Coordinate deliveries, storage, lifting, access and material movement to avoid unsafe congestion, damage, waste or programme disruption.
- Report delays, resource constraints and productivity issues promptly and support practical recovery measures.

Quality and Technical Control

- Ensure work is carried out to current drawings, specifications, approved details, method statements and quality requirements.
- Check that inspection, testing, hold points and quality records are completed at the correct stage and that work is not covered up before required checks are complete.
- Identify defects, non-conforming work or technical uncertainty and obtain instruction before proceeding where clarification is required.
- Protect completed work and materials from avoidable damage and ensure defects are corrected promptly.
- Support accurate as-built, photographic and completion records and maintain clear evidence of work completed.

Commercial Awareness and Site Records

- Maintain accurate daily records of labour, plant, materials, deliveries, progress, delays, instructions, additional works and site events.
- Identify potential change, additional work or disruption and notify the Project Manager and Commercial team promptly before evidence is lost.
- Do not instruct additional work, hire plant, place orders or make commitments outside delegated authority.
- Challenge avoidable material waste, damage, rework, plant standing time and inefficient labour use.
- Provide reliable records and information to support valuations, cost control, change management, claims and project reporting.

Communication, Reporting and Handover

- Provide clear daily updates to the Project Manager on progress, planned work, constraints, HSEQ issues, quality concerns, resources and required decisions.
- Maintain professional communication with client representatives, subcontractors, suppliers and authorised visitors and refer matters outside site authority to the Project Manager.
- Ensure site diaries, inspections, briefings, permits, delivery records, photographs and other required project records are complete and filed in the approved system.
- Support snagging, completion, demobilisation, final site clearance and handover and ensure outstanding works are clearly recorded and controlled.
- Contribute practical lessons learned and improvement ideas based on site experience.

ROLE-SPECIFIC TECHNICAL / PROFESSIONAL COMPETENCIES

Site Manager level: the postholder is expected to take effective day-to-day control of the site or allocated work area, apply Company standards consistently, coordinate the workforce and supply chain and recognise when technical, commercial, HSEQ or management escalation is required. These competencies should be assessed through the PDR process alongside delivery against objectives and Statom behavioural competencies.

TECHNICAL / PROFESSIONAL COMPETENCY	WHAT GOOD LOOKS LIKE IN THIS ROLE
Safe Site Leadership	Maintains visible control of site safety, intervenes promptly, ensures briefings and site rules are followed and never allows production pressure to override required controls.
RAMS, Permits & Task Control	Checks that current RAMS, permits, competent persons, plant and controls are in place before work begins and confirms that the actual method remains consistent with the approved plan.
Site Planning & Sequencing	Converts the project programme into practical daily and short-term plans, identifies prerequisites and constraints and coordinates work fronts to minimise avoidable delay.
Construction & Technical Awareness	Reads drawings and specifications, understands relevant construction methods and temporary works interfaces and seeks clarification or specialist advice when required.
Plant, Logistics & Resource Control	Coordinates labour, plant, deliveries, storage and access safely and efficiently and challenges standing time, misuse, damage and poor deployment.
Quality Control	Checks work at the right stages, ensures inspections and records are completed, prevents defective work from progressing and protects completed work.
Environmental & Waste Control	Applies project environmental controls, manages waste and housekeeping and escalates spills, contamination, dust, noise or other environmental concerns promptly.
Site Records & Change Awareness	Maintains accurate contemporaneous records and recognises instructions, changes, delays and additional work that require Project Manager or Commercial attention.
Team & Subcontractor Supervision	Allocates work clearly, checks competence, monitors behaviour and performance and addresses unsafe or poor-quality work promptly.
Communication & Escalation	Provides accurate updates, communicates professionally and recognises when a matter exceeds site authority or competence and requires escalation.

STATOM BEHAVIOURAL COMPETENCIES

The Site Manager is expected to demonstrate Statom Group's behavioural competencies consistently in how the role is performed. Particular emphasis for this role applies to:

STATOM BEHAVIOURAL COMPETENCY	WHAT GOOD LOOKS LIKE IN THIS ROLE
Drives Performance	Sets clear priorities, creates ownership, follows actions through and addresses delay, poor performance or weak control before it affects safety, programme, cost, quality or the client.
Understand Stakeholder Needs	Understands the practical requirements of clients, project teams, Commercial, Health & Safety, Finance, Plant and the supply chain and provides timely, proportionate and workable solutions.
Builds Trusted Relationships / Networks	Builds credible working relationships through clear communication, professional conduct, reliable follow-through and constructive challenge. Maintains trust without avoiding difficult conversations.
Commercial Judgement	Uses evidence and sound judgement when balancing programme, resource, cost, quality, contract, safety and client requirements. Works within delegated authority and escalates material exposure early.
Bigger Picture View	Connects day-to-day project decisions to wider business performance, client relationships, cash, margin, capacity, reputation, future workload and Group priorities.
Open to Change	Responds constructively to changing project conditions, new systems, lessons learned and feedback. Adopts better ways of working where they improve safety, control, quality or delivery.

Framework reference: Statom Group Behavioural Competencies - Statom Group Induction V2026.

PDR AND PERFORMANCE FRAMEWORK

- This role profile, the role-specific technical/professional competencies, Statom behavioural competencies and separately agreed objectives together form the performance framework for the role.
- Individual objectives and performance measures will normally be agreed through the PDR process and may be reviewed or updated to reflect business priorities, project requirements and the scope of responsibility.
- Specific annual objectives are intentionally kept outside the contract of employment so that they can evolve without requiring a contractual variation.
- Performance assessment should consider both outcomes and how those outcomes were achieved. Safety, integrity, governance, quality, accurate reporting, collaboration and professional conduct remain relevant even where programme or financial results are positive.
- Evidence may include HSEQ and quality performance, programme and productivity information, project reports, cost and change records, client feedback, audit outcomes, people and capability measures, completion of PDR actions and delivery of agreed improvement priorities.
- Where the employee participates in a discretionary bonus arrangement, these measures may inform the individual performance assessment but do not create or guarantee any bonus entitlement.

INDICATIVE PERFORMANCE MEASURES

The measures below provide an indicative structure for assessing individual performance. They do not replace separately agreed objectives and may be adjusted to reflect project allocation, business priorities and the scope of the role.

Safety, Environmental and Site Compliance - 35%

- Quality of daily HSEQ control and site standards.
- RAMS/permit compliance, briefings and inspection completion.
- Prompt reporting and closure of hazards, incidents and actions.

- Housekeeping, waste and environmental control.

Programme, Productivity and Resource Control - 25%

- Completion of planned daily/weekly activities.
- Effective labour, plant and subcontractor coordination.
- Reduction in avoidable standing time, delay and rework.
- Early escalation of constraints and resource gaps.

Quality, Technical and Records - 15%

- Quality of completed work and reduction in defects.
- Completion of inspections, quality records and as-built evidence.
- Accuracy of site diaries, progress records and photographs.
- Control of technical queries and protection of completed work.

Team and Supply Chain Leadership - 15%

- Clarity of supervision and delegation.
- Competence checks and management of subcontractors.
- Professional conduct, teamwork and stakeholder feedback.
- Development and support of supervisors and less experienced staff.

Cost Awareness and Statom Behaviours - 10%

- Control of waste, damage, inefficient plant/labour use and unauthorised commitments.
- Timely identification of change and additional work.
- Reliable follow-through and accountability.
- Consistent demonstration of Statom behavioural competencies.

EDUCATION, QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT

Essential / Required

- Relevant site-management experience within construction, civil engineering or a comparable project environment.
- Strong practical understanding of site operations, sequencing, plant, logistics, subcontractor control, quality and health and safety.
- SMSTS or equivalent site-management health and safety training accepted by the Company/client.
- Appropriate CSCS/competence card for the role and any project-specific competence required.
- Ability to read and work from drawings, specifications, RAMS and project information relevant to the assigned works.
- Strong communication, organisation, supervision and problem-solving capability.

Desirable

- NVQ Level 6 in Construction Site Management, HNC/HND or equivalent relevant qualification.
- First Aid at Work and Temporary Works Supervisor training where relevant.
- Asbestos Awareness, lifting, environmental or other specialist training relevant to project duties.
- Experience using digital site-management, document-control or project reporting systems.

The postholder is expected to maintain relevant competence, mandatory training and any client or project-specific certification required for the work allocated. Where a qualification, card or training requirement expires, the postholder must notify the Company and complete required renewal within the applicable timescale.

GENERAL ACCOUNTABILITIES

- Comply with ST Group and Statom Group policies, procedures, standards, delegated authorities and reasonable management instructions relevant to the role.
- Take reasonable care for personal health and safety and that of others who may be affected by the postholder's acts or omissions and promote safe decision-making at all times.
- Maintain confidentiality and protect commercially sensitive, employee, client, supplier and project information.

- Use Company systems, records and equipment accurately, lawfully and in accordance with information-security, data-protection and record-retention requirements.
- Raise material safety, quality, environmental, technical, commercial, financial, compliance, conduct or integrity concerns through the appropriate route.
- Undertake other reasonable duties consistent with the seniority, competence and purpose of the role as business and project requirements evolve.

ROLE REVIEW AND ACKNOWLEDGEMENT

This document sets out the principal accountabilities and expected standards of the Site Manager role. It is not intended to be an exhaustive list of every task or objective. Responsibilities, priorities and performance measures may be reasonably adjusted to reflect business and project requirements, provided any material change to the fundamental nature of the role or contractual terms is managed appropriately.

Employee name	
Employee signature / date	
Manager signature / date	