

Job Profile

PF12-PR12-01-F002

Job Title: Apprentice Site Manager (Building South) - £21k

REPORTING TO:	Senior Site Manager
NO. REPORTS	None
DIVISION	Building South
LOCATION	London
CONTRACT TYPE	Permanent
BENEFITS	Pension, Private Medical Cover, Life Assurance Scheme.

Job Summary

As the GRAHAM business continues to grow and develop, we are looking for an enthusiastic Apprentice Site Manager. The successful candidate will be based at one of our projects across our Building South business unit providing support to our existing Site Management team and subsequently various projects across our Building South business unit whilst studying on a day/block release basis.

Job Description

The Apprentice Site Manager (ASM) shall be responsible for:

This is a great opportunity for a somebody seeking to:

- Build a career in a STEM industry
- Develop a highly paid, in demand career
- Obtain a debt-free degree (BSc/BA) London South Bank University or Westminster University, plus chartership status
- Study towards a degree whilst gaining professional experience, and being paid a competitive wage

Candidate will be developed to be able to undertake the following responsibilities:

- Site/project supervision
- Ensuring that all aspects of the project are effectively monitored and controlled
- Ensuring the project is delivered within programme and budget
- Management and monitoring subcontractors
- Communicating effectively with the project management team

- Liaising with client and designers
- Attending monthly progress meetings and compile monthly reports
- Introducing improvements and innovations where appropriate
- Controlling of contract costs
- Ensuring all Company Procedures are being complied with
- Ensuring all Health, Safety, Environmental and Quality Management Procedures are followed
- Achieving high standards of quality and workmanship on site
- Positively promoting the company wherever and whenever possible

This job description is intended to give the post holder an appreciation of the role envisaged for the Apprentice Site Manager (Building South) and the range of duties to be undertaken.

It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals.

Personal Specification

Technical Competencies

Essential

- Resident of the London Borough of Camden
- Demonstrate a strong desire for the role
- Demonstrate an ability to work on own initiative.
- Demonstrate strong communication skills and flexibility in working locations
- 3 A Levels at C grade or above or BTEC Level 3 (triple grade)

Desirable

- Knowledge of the Construction Industry
- Experience within the Construction Industry

Behavioural Competencies

Essential

Commercial Awareness: understanding of business acumen combined with the creativity and vision to meet customer needs and GRAHAM business requirements.

Leadership skills: Communicates and gets involved in team commitment to a vision,

Effective Communication skills: Able to adapt communication to audience and create detailed written documents and reports. Able to maintain and manage communication links with a variety of stakeholders. Presents a professional image and promotes the Brand.

Customer Focus: Takes time to question and understand the real, underlying needs of the customer, beyond those initially expressed. Always works closely with customers, developing an independent view of their needs and acting in their long-term interest

Influencing: Identifies and builds relationships with those who will be useful now and in the future in achieving strategic business objectives.

Initiative: is able to work alone to get results in an effective way. Understands and seeks to minimise waste in resources and processes. Adopts and encourages others to adopt new ways of working. Ability to work unsupervised and / or with minimal supervision after an initial training period.

Team Player: Always willing to be involved in other activities to achieve company objectives. Works collaboratively and uses influence to gain resolution of issues. Demonstrates honestly, loyalty and commitment.

Our commitment

GRAHAM aims to be an employer of choice for people from different backgrounds and to promote respect for the individual and equality of opportunity. We believe that everyone should be treated solely on the basis of personal merit and contribution throughout their GRAHAM career journey. The diversity of our people, their skills and abilities are the strength that helps us achieve our best.

We will only consider applications from individuals who are eligible to live and work in the UK as per Home Office regulations. Please check your eligibility with the regulations before applying, as we will sponsor a work permit on your behalf. Individuals with a current time restricted right to work in the UK should contact the Human Resources team in the first instance.

Please apply by uploading a comprehensive and targeted CV with your relevant experiences plus a covering letter reflecting your suitability for the post. Send this to ibbie.omideyi@graham.co.uk.

Quote Reference No: BTAPP24

Closing Date: 15/06/2024