

Candidate pack for Site Manager post

Please be aware that by applying for this post you are confirming that you have reviewed and agree to our Candidate Privacy Policy.

Summary of Terms

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|-------------------|---|
| Job Title: | Site Manager |
| Salary: | £30,000 - £35,000 dependent on experience |
| Hours: | 37.5 hours per week (full time) |
| Duration of post: | Permanent |
| Location: | <p>Main Office - River Stewardship Company office (Sheffield).</p> <p>Second Base - Kirkstall, Leeds</p> <p>Home working is an option providing you have access to the work sites primarily across Yorkshire but also East Midlands, North East and Greater Manchester</p> |
| Annual leave: | 35 days, including bank holidays (pro-rata). |
| Pension: | 7% company contribution |
| Other benefits: | Dedicated work van, mobile phone, appropriate PPE and laptop. Access to healthcare scheme (through Westfield Health - Level 2) and Cycle to Work Scheme; Contractual sick pay (10 days full pay). Options for bonus depending on performance of company. Appropriate training and development programme |

Application Process

This application pack contains the job description, person specification, and terms of the post. Applicants wishing to apply for the post send CV's to info@the-rsc.co.uk by 5pm on 29th July 2022.

Shortlisted candidates will be notified by the 3rd August 2022. Interview dates will be confirmed at this stage, but are likely to be the 10th - 12th August 2022.

For an informal discussion about the post, please contact Brendon Wittram on 0114 354 0012 or brendon.wittram@the-rsc.co.uk.

Job purpose and description

The Site Manager will join the other RSC Site Managers to provide site management and site supervision for teams of in-house delivery staff and subcontractors to deliver a range of commercial waterway management contracts across Yorkshire, Derbyshire, Lincolnshire and beyond. Contract days may include (but are not exclusive to) invasive species control, vegetation management, tree management, debris and waste management, habitat creation, surveying and the delivery of volunteer programmes. RSC are developing their small-scale civils projects and work as sub-contractors delivering works for large civils companies. We are also gaining a growing reputation for delivery of riparian landscaping projects and tree planting schemes.

The Site Manager will liaise with the Project Manager and Contracts Manager (the Managers) to deliver works for clients. The Site Manager will work with the Managers delivering the scope of works agreed between the Managers and the external client. Depending on the project, the Site Manager will have input into scope of works and provide costings and a methodology for the completion of the works. The Site Managers, working with the Managers, will be responsible for setting the work schedule. The Site Manager will liaise with the Site Supervisors to deliver the works.

The role will involve organising and managing numerous works at any one-time utilising sub-contractors and in-house teams. There will be occasions where this will require challenging poor performance and problem solving to find independent solutions within the areas of your responsibility

The Site Manager will be responsible to the Contracts Manager and will have line management responsibility up to 3 Site Operatives. They will also play a key part in maintaining and championing good communication, behaviours and culture within the whole site-based delivery team.

The Site Manager will also have a role on the Operational Management Team. They will provide representation for the site-based staff in the decision-making process, assist in the creation and updating of Procedures and they will be involved in the Incident Management process.

In accordance with company procedures and industry best practice and working closely with the Site Managers will be responsible for the inspection and maintenance of operational tools, vehicles and the tool store.

Specific Duties and Responsibilities

Site Team Management

- Where required, supervise and work within a team to deliver a range of commercial waterway and wider catchment management contracts.
- Ensure compliance for the health and safety of employees and others during the course of work-related activities as per the company Health and Safety Policy and procedures, as well as relevant legislation and guidance. This includes completing site-specific risk and dynamic risk assessments as appropriate and ensuring the dissemination of appropriate information, instruction, training and supervision to ensure suitable and sufficient health and safety provision throughout the working day.
- Advocate and promote the requirement for completing all site reporting and recording duties, such as end-of-day site work records and timesheets across all members of the Site Team.
- Be responsible for the professional conduct of the Site Team including general behaviour, correct uniform and PPE, and high standards of work and Health and Safety.

Site Management

- Responsibility for implementing the delivery of allocated RSC works. This will involve management of in-house delivery teams, subcontractors, visitors, deliveries and liaison at various levels with the client and other stakeholders.
- Provide costings and methodologies for works. Information gathering may include attending site visits to provide advice on timescales, methodologies and practical considerations to allow the Managers to provide a quote for Clients.

- Carry out site audits/site checks as part of project-specific or the regular company site audit schedule. This includes writing up the audit, saving it in the designated folder in SharePoint and updating the Incident Log with any issues; communicating and cascading findings as necessary.
- Admin tasks associated with the Site Manager role will include writing risk assessments, method statements, construction phase plans, organising resources (personnel, materials, equipment); promoting activity; performance monitoring and reporting to RSC Manager.

Project Management, development and administration

- Be responsible for managing a small number of appropriate projects.
- Project Management tasks will include: writing risk assessments; method statements, construction phase plans; organising resources (personnel, materials, equipment); promoting activity; performance monitoring and reporting (both internally and externally) and setting up, updating and closing projects in our project management software.
- Manage individual project/contract financial transactions through our project management software, including creating purchase estimates, purchase orders (as per the Purchasing Procedure) and sales invoices
- Business development. Work with the Senior Leadership Team to proactively seek new opportunities and respond to new enquiries; developing, pricing, tendering and delegating work as necessary. This includes adding and updating new opportunities in our project management software.

Equipment inspection and maintenance

- Working closely with the Project Manager, carry out inspection and maintenance of operational tools, equipment and the tool store. This includes both pre-planned, proactive maintenance and reactive maintenance and repairs. This will be carried out in accordance with the company procedures and specified maintenance schedules
- All inspection and maintenance will be recorded using the relevant form and saved in the designated folder, so it can easily be called upon at a later date if evidence of inspection or maintenance is required when investigating an incident or for a third-party audit.
- Working within a budget and as per the company Purchasing procedure, purchase and coordinate what is required for the effective inspection, maintenance, repair and replacement of equipment. This includes acting as the person collecting and coordinating all requests and feedback from other delivery staff.

Team Leadership

- Line Management responsibility for up to three Site Operatives.
- Provide effective leadership for the site-based delivery team, helping communication to flow effectively from management to the sites team and from the sites team to management and to act as an advocate and champion for the management team to help improve and maintain a professional and consistent culture.

About You - Person Specification

| Essential skills, knowledge and experience | Method of assessment |
|---|--------------------------------|
| <ul style="list-style-type: none"> • A strong track record of delivering a variety of work projects. • Ability to be able to manage multiple works at any-one time. • Technical knowledge in some or all of the following sectors: <ul style="list-style-type: none"> ○ Arboriculture ○ Landscaping ○ Civils (large or small scale) ○ Environmental/riparian works • Problem solving – Practical and logical aptitude and an ability to come up with solutions to practical problems. • Good interpersonal skills and the ability to work effectively with sub-contractors, in-house teams and clients. • A strong understanding around health and safety; including CDM, production and use of risk assessments and method statements/construction phase plans. NEBOSH or IOSH Managing Safely accreditation would be desirable. • Good administrative skills, including IT literacy required for the production of required documentation. • Flexibility, confidence and enthusiasm, with evidence of self-motivation and the ability to work well on their own initiative and as part of a team. • A full UK driving license • Willingness to travel to variety of projects and work away from home where required. | APPLICATION FORM/ INTERVIEW |
| Desirable skills, knowledge and experience | Method of assessment |
| <ul style="list-style-type: none"> • Previous experience on the tools • Current land-based licences, which may include chainsaw, brush cutter, pesticide application and wood-chipper | APPLICATION FORM/ INTERVIEW |

Introduction to River Stewardship Company

River Stewardship Company is a social enterprise with a rapidly growing portfolio of commercial waterway maintenance projects with the Environment Agency, local authorities, riparian landowners and others. Through commercial or grant-funded projects, we also deliver programmes of community engagement (educational activities in schools, volunteer days, festivals, events and other activities) designed to connect, inspire and empower local people to improve themselves, their community and their local patch of waterway. We call this programme of community engagement and social impact activity 'Riverlution'.

Our vision sets out our ambition for the future; it is there to guide and inspire us.

Better waterways for people, places and wildlife.



Our mission sets out what we do and how we do it to achieve our vision.

Maintaining and enhancing waterways; inspiring, empowering and connecting communities.



Commercial services and markets

We aim to provide a 'one-stop-shop' around the maintenance and enhancement of waterways.

We list the services that we offer as:

Watercourse maintenance. Includes long-term, holistic maintenance services for riparian landowners and others. This will often include multiple and seasonal activities, such as tree, invasive weed and litter and debris management.

Invasive non-native species management. Typically includes the management of Japanese knotweed (excluding domestic property), giant hogweed, floating pennywort and Himalayan balsam, but we have also delivered management for other species of plants.

Landscaping projects. Installation and maintenance of riparian landscaping projects.

Tree management. All aspects of tree management. Whilst there is a focus on waterways and waterbodies, this may also include the management of trees in green spaces.

River and habitat restoration. Restoring and enhancing natural processes to improve flood risk management and biodiversity. Examples include re-meandering and working to create or restore flood storage areas. Work will include bioengineering solutions and small-scale civils projects

Japanese knotweed management. Specifically, Japanese knotweed management for domestic clients, who largely come via our membership with the Property Care Association.

River and habitat restoration. Restoring and enhancing natural processes to improve flood risk management and biodiversity. Examples include re-meandering and working to create or restore flood storage areas.

Upland and natural flood management. Whilst there is some crossover with river and habitat restoration, the focus here is typically around upland management and restoration. For example, sphagnum moss and tree planting, and the installation of leaky dams.

Vermin Control. For flood risk management and asset maintenance.

Environmental consultancy and business support. Advice, monitoring, reporting and supporting around land/waterway management, ecology, social impact, enterprise and business development.

Ecological surveys. Through our in-house ecologist and associates, we are able to offer a suite of ecological services such as nesting bird, bat, otter, water vole, and newt surveys, as well as the delivery of any recommended interventions.

Community and schools engagement. Commercially-funded community and schools-focused activities. For example, curriculum-linked guided riverside walks and mini-beast hunts paid for by a school.

Our values

Our values set out the sort of organisation we want to be; how we do things and how we engage with others. They guide our thinking, behaviour and decision-making. They should be central to the way we work to achieve our vision.

Sustainability and stewardship – we think long-term.

We take every chance to demonstrate that we are invested in the future of our waterways, by practicing, encouraging and facilitating river stewardship. We think long-term, aiming to: reduce our impact on the environment; leave a positive legacy wherever we work; being imaginative about better ways to do things and to ensure our long-term financial security.

Professional and personable.

We are specialists and experts, professional in our conduct and effective and efficient in our work; but we also know how much our clients and the communities that we engage with, value our human side. We behave in a way that means people enjoy working with us, believe in us and our commitment and feel reassured by our involvement.

Local.

Wherever possible, we will listen to, work with and support local communities and organisations. From community engagement to procurement, we recognise the socio-economic benefits that this brings to projects, clients, places and the people living and working in these areas.

Working in partnership.

We recognise that bigger, better and more joined-up things happen when you work with others – in partnerships, in collaboration or in alliance.

Inspired/inspiring.

We understand and are inspired by the cultural and natural heritage of the places that we enhance and maintain. This drives excellence in service delivery, and we are passionate about sharing this and involving others around our waterways.

Common purpose.

We empower our staff to make the right decisions. We all know what we're accountable for and we stick to the rules. We don't seek to blame but to learn. We are fair and ethical, and act with integrity. We work at pace but collaboratively, building effective relationships. We promote simplicity, innovation and learning to get the best result