

## Role Profile

### Site Manager – Social Housing Projects

**Company:** ecogee

**Department:** Operations

**Reports to:** Contracts Manager / Operations Manager

**Location:** Site-based (with regional travel as required)

**Employment Type:** Full-time

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## Role Purpose

The Site Manager is responsible for the safe, compliant and efficient delivery of social housing construction and retrofit projects, ensuring works are completed on programme, within budget, and to required quality standards.

Working on occupied and unoccupied properties, the role requires strong coordination of subcontractors, excellent resident liaison, and full adherence to health, safety, environmental and PAS 2035 requirements.

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## Key Responsibilities

### Project Delivery

- Manage day-to-day site operations across social housing projects (retrofit, refurbishment, or new build).
  - Ensure works are delivered in line with:
    - Contract requirements
    - Approved designs and specifications
    - ecogee quality standards
    - PAS 2035 / TrustMark principles (where applicable)
  - Coordinate labour, materials, plant, and subcontractors to maintain programme milestones.
  - Identify, plan and mitigate site-based risks and constraints.
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## Health, Safety & Compliance

- Take full responsibility for **site health and safety performance**.

- Ensure compliance with:
    - CDM Regulations
    - Site-specific Construction Phase Plans
    - RAMS (Risk Assessments & Method Statements)
  - Deliver site inductions, toolbox talks, and daily briefings.
  - Maintain a clean, safe, and well-organised site environment.
  - Report incidents, near misses and hazards in line with company procedures.
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### Quality Management

- Ensure all works meet:
    - Employer's Requirements
    - Building Regulations
    - PAS / retrofit standards (where applicable)
  - Carry out regular quality inspections and snag management.
  - Ensure all works are inspected, signed off, and documented correctly.
  - Support handovers, completions, and post-completion rectification.
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### Resident & Stakeholder Liaison

- Act as the **primary on-site contact** for residents, housing officers and clients.
  - Ensure residents are:
    - Kept informed of works and programme impacts
    - Treated with respect and consideration
    - Supported when issues arise in occupied homes
  - Escalate resident concerns professionally and promptly.
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### Programme & Reporting

- Maintain daily site records including:
  - Diaries

- Labour returns
  - Progress photographs
  - Monitor progress against programme and flag risks early.
  - Provide regular updates to Contracts / Operations Managers.
  - Support cost control by identifying variations, efficiencies and risks.
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### **Team Leadership**

- Lead, motivate and manage subcontractors and operatives on site.
  - Promote ecogee's values, standards and behavioural expectations.
  - Ensure all operatives are appropriately inducted, qualified and competent.
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### **Skills & Experience Required**

#### **Essential**

- Proven experience as a Site Manager on **social housing projects** (occupied and/or unoccupied).
  - Strong understanding of:
    - Health & Safety legislation
    - CDM Regulations
    - Quality control processes
  - Experience managing subcontractors and multiple workstreams.
  - Excellent communication and organisational skills.
  - Ability to work under pressure and manage changing priorities.
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#### **Desirable**

- Experience working on **retrofit, energy efficiency or PAS 2035 programmes**.
- Knowledge of public sector or housing association clients.
- Familiarity with resident liaison on lived-in properties.
- Ability to interpret drawings and technical specifications.

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## **Qualifications & Certifications**

### **Essential**

- SMSTS or SSSTS (depending on project size)
- First Aid at Work
- CSCS (Gold or Black Card)

### **Desirable**

- NVQ Level 6 or equivalent in Construction Management
- PAS 2035 awareness or Site Supervisor training
- Asbestos Awareness

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## **Personal Attributes**

- Professional, calm and organised
- Strong leadership and decision-making skills
- Proactive problem-solver
- Customer-focused, especially in resident-occupied environments
- Committed to safety, quality and continuous improvement