

Position: Site Agent

Salary band: £28,000 - £33,000. Discretionary bonus of up to £2500. Incl. Company van (Ford Connect or similar)

Reporting to: Engineering Director

Location: The position will be mainly site based and in Head Office (Radford) as required

The Company

Agrivert specialise in the Organic Recycling and Renewable Energy sector. Over the last 15 years we have established a reputation providing solutions that bring innovation and competitive advantage to our customers. Underpinning Agrivert's success is an energetic and entrepreneurial team focused on providing quality solutions that lead the industry sector.

The company values are:

- **Quality**
- **Innovation**
- **Loyalty**
- **Entrepreneurialism**

Brief description of your role (what you need to do)

A new role in an expanding business for an experienced Site Agent. This person will be in charge of a construction contract and, as such, must be aware and in control of all aspects of site operations, including the planning of site progress. It is the agent who has responsibility for both the profitability of operations and adherence to the agreed construction and cost plans. The Site Agent is to act as the main technical adviser on the construction site for subcontractors, crafts people and operatives.

Time allocation

95%	Site	See below
5%	Head Office	See below

Major responsibilities

- Ensuring the project runs to schedule and to budget; finding solutions to problems that may cause delays, such as the late arrival of materials; planning the work and efficiently organising the plant and site facilities in order to meet agreed deadlines;
- responsible for operational and administrative aspects of health (welfare), safety, quality and the environment on site in accordance with the Business Management System;
- conducting regular site Health and Safety checks and CDM audits;
- day-to-day management of the site, including supervising and monitoring the site labour force and monitoring the work of any subcontractors;
- inspections of work;
- liaising with any consultants, sub-contractors, supervisors, planners, quantity surveyors and the general workforce involved in the project. Liaising with clients and their representatives (architects, engineers and surveyors), including attending regular meetings to keep them informed of progress;
- reporting to Head Office progress and performance.

Supporting activities

- Surveying the site and setting out (marking the position of structures) and levelling the site;
- checking drawings and quantities, ensuring that the calculations are accurate for the work;
- leading regular site meetings with professionals, including quantity surveyors, building services engineers, foremen, subcontractors and the client who has commissioned the building;
- maintaining strict quality control procedures - this necessitates regular testing of materials and visual inspection of the works;
- resolving any unexpected technical difficulties and other problems that may arise.

Personal Objectives will be set on how and what you do, will add extra value to the company

Agrivert is dependent on continually meeting and exceeding customer expectations whilst controlling costs. We need you to continually improve and proactively contribute to this aim. Your role must increase the efficiency of project delivery whilst maintaining quality and cost control.

The Engineering Director will agree key objectives with you on a site specific basis which will add value to your role and will be directly aligned to additional reward.

Competences needed for this role:

Skills and qualifications	Experience and knowledge	Competency behaviors
<ul style="list-style-type: none"> ➤ Qualified civil engineer to HND/degree level ➤ Chartered or Incorporated Engineer. 	<ul style="list-style-type: none"> ➤ Practical and recent experience of working on construction sites with mainly civil elements ➤ Worked on process plant projects of values typically £2m to £5m. 	<ul style="list-style-type: none"> ➤ Leadership & motivational ability ➤ Team worker ➤ Methodical & meticulous with an eye for detail ➤ Effective Time Management ➤ Good workmanship ➤ Good Housekeeping ➤ Ownership for schedule and budget control.

What does success look like?

- Projects delivered on time and on budget. Ideally delivered early and under budget
- Projects risks identified and managed
- Projects exude quality
- Good housekeeping and record taking.

How we will assess your performance - Key performance measures

- **Skills & functional capability:** Management of the specific site to a level where quality work is delivered in a timely and harmonious manner
- **Adherence to Systems & Procedures:** Integration with the Business Management System
- **Managing yourself & working with others:** How well you manage your time and assist others and the development and maintenance of key internal and external relationships
- **Add value by continuous improvement:** Have you met your Personal Objectives?
- **Company Values:** Do you uphold, promote and exceed Company Values?