

SELWOOD LTD

POSITION DESCRIPTION: Installation Manager

LOCATION: London

POSITION PURPOSE: As an Installation Manager you are an integral part of our Project Delivery Team, this role will bring the individual into daily contact with Selwood stakeholders, Customer and Site Contractors and our 3rd party suppliers.

In this role you will need to be a confident leader with good communication skills both verbal and written as well as having the ability to ensure that all company administration, quality assurance and health and safety policies are fully adhered to and that all activities are carried out in full compliance both with our policies and relevant statutory legislation.

RESPONSIBLE TO: Head of Project Delivery

REGULAR CONTACTS:

External	Customer contacts. Other site contractors Supplier Contacts
Internal	Project Co-ordination Manager Head of Project Delivery Project Managers Solutions Directors Senior Solutions Managers Solution Teams Installation and Electrical Managers and Teams Mechanical and Electrical Schedulers Operational Managers and Hire desk staff Project Support Co-ordinators Commercial Team Sales Managers and Sales teams SHEQ HR

MAIN RESPONSIBILITIES:

- To work as part of the Project Delivery / Solutions team delivering the highest standard of service to our customers.
- Develop strong business relationships with your team and clients.
- To recruit, train, mentor and motivate new and existing staff by promoting best practice and encouraging flexibility and teamwork with all other teams across the company.

- To control and effectively manage your team through regular site visits as necessary and in accordance with frequencies considered essential to assess progress, safety, and quality of work, give instruction or advice when required.
- Ensure all paperwork is completed and compliant at the relevant stages, approved and sent to the relevant recipients.
- To communicate with Installation Teams ensuring their involvement and recognition towards achievement of company objectives.
- To deal with issues arising from customers and internal departments within Selwood in a professional manner seeking best the possible solution for the individuals and the business.
- Organise, manage, and control internal meetings within the business and attendance at meetings for Installation Projects within your region ensuring all pre project documentation is compliant and in place.
- Manage and control an on-call rota for Installation Team personnel and Installation Teams absences.
- To communicate with the Application support managers aiming to maximise availability and utilisation of all hire fleet equipment and ancillary equipment within the business.
- Close liaison with other Managers within the business to ensure Installation Team labour resource is maximised and in the most efficient and productive manner.
- To review and improve working practices, systems and procedures ensuring a safe and efficient turnover of equipment through Installations.
- To ensure that all company administration, quality assurance and health and safety policies are fully adhered to and that all activities are carried out in full compliance both with our policies and relevant statutory legislation.
- To liaise and support sales teams with any technical queries working towards delivery of a first-class service to our customers.

The main responsibilities are outlined above. This is not a definitive list and other tasks/activities may be necessary as the Company's commercial activities require.

QUALIFICATIONS & EXPERIENCE:

- Recognised Diploma in Supervision/Management.
- SMSTS.
- IOSH Managing Safely.
- CSCS CARD (Supervisor Gold).
- Degree in Engineering or Construction Management.
- First Aid course.
- EUSR Trained.
- Appointed Person for Lifting Applications.
- Excellent organisation and time management skills, with the ability to manage changing priorities.
- Previous experience in site management or a similar role.
- Engineering experience in Pumping Applications and Pipework or Construction.
- Detailed knowledge of Safe Systems of Works and appreciation of construction procedures.
- Strong analytical and problem-solving skills, the ability to analyse complex problems and assess possible solutions.
- Ability to work to tight deadlines.
- Demonstrate a high level of communication skills with the ability to provide detailed information and advice in a clear and positive manner.
- Work well as part of a team.
- Computer literate with a High Level of competency in Microsoft office, particularly outlook, excel and Teams.
- A full UK driving licence is required for this position as you will need to travel as the business requires.
- Compliant accurate record keeping is important to this role, with the ability to complete reports in a professional manner.

- Ability to act proactively / be forward thinking whilst maintaining a methodical, attention to detail approach
- Flexibility to support the business to get the job done understanding the requirements of all stakeholders while maintaining a safe environment for all.