

POSITION DESCRIPTION: Site Agent

LOCATION: Nationwide

POSITION PURPOSE: Site Agent is an integral part of the Project Delivery Team, this role will involve daily contact with Selwood stakeholders, Customers, Site Contractors and third-party suppliers. This role requires full oversight of onsite operations for Selwood, ensuring all company administration, quality assurance and health and safety policies are adhered to and that all on site activities are carried out in full compliance both with our policies and relevant statutory legislation.

RESPONSIBLE TO: Project Manager

RESPONSIBLE FOR: None

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 internal teams and clients.
- Work effectively with the Project Manager for efficient project implementations and monitoring of ongoing project performance to ensure that all projects are delivered on time and within the allocated budget.
- Compile and submit detailed daily and weekly project reports to the Project Manager.
- Ensure all site-based paperwork is completed and compliant at the relevant stages, approved and sent to the relevant recipients.
- Communicate with Installation Teams ensuring their involvement and recognition towards achievement of company objectives.

- Respond to and resolve issues arising from customers and internal departments within Selwood in a professional manner, seeking the best solution for the individuals and the business.
- Review and improve working practices, systems and procedures ensuring a safe and efficient turnover of equipment through Installations.
- 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.
- Identify and report any deviations from the project plan/subcontract agreement to the Project Manager with full reports and substantiation.
- Act as the main point of contact on site, representing Selwood to the highest of standards and dealing with any site-based queries as quickly and professionally as possible.
- Commit to the highest levels of Health & Safety, ensuring SSOW are always implemented and Selwood teams along with subcontractors 'Think Safe, Work Safe, Home Safe'. On occasions, this will involve the creation of RAMS.
- Perform regular assessments of project execution to identify areas of improvement.
- Drive industry best practices, techniques, and Company standards, ensuring all team members comply with policies, procedures, and relevant regulations at all times for effective project execution.

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 Construction Supervision/Management.
- SMSTS.
- IOSH Managing Safely.
- CSCS CARD (Black Managers Card)
- First Aid certificate/qualification.
- Appointed Person for Lifting Applications (Preferable).
- 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.
- Demonstrate a high level of communication skills with the ability to provide detailed information and advice in a clear and positive manner.
- 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.