|  |  |
| --- | --- |
| **Positional Contract**  **Gordon Joubert *Agreement to fulfil the accountabilities of the job***  **1st June 2022** | |
| **Position Title:** | Operations manager to Operations Director |
| **Division/Department:** | **Operational** |
| **Location:** | National |
| **Reports to:**  **Title:** | Directors |
| **Pay Rate: 50K**  **Probationary Period: 3 months**  **Performance Review Date: 1st September 2022**  **Type of position (FT, PT, apprentice etc): FT**  **Hours of work: 50**  **My duties and responsibilities in this position are** *(add or delete points as necessary)***:**  1. Labour Management  2. Project operations management  3. Site Health & Safety  4. General Admin and Reports | |
| **I will achieve the following results in this position** *(add or delete points as necessary)***:**  1. Accurate Projects reports  2. Ensure sites are run efficiently with less than 10% wastage and labour levels are managed in line with cost  3. Keep the site client/Store managers up to date with daily activities and programme management  4. Ensure the H&S paperwork is kept up to date achieving 100%. Manage Site H&S by being 100% compliant  5. Build and manage site teams | |
| **I will meet these standards while working in this position** *(add or delete points as necessary)***:**  1. Always conducting yourself in a professional manner  2. Create a respectful working environment  3. Motivational approach towards others  4. Be accountable for your actions | |

|  |  |
| --- | --- |
| **I already have or will quickly develop the following knowledge, skills and abilities needed for this position** *(add or delete points as necessary)***:**  1. Be able work in a team  2. Basic computer literature  3. Communication skills  4. To be prepared to take a hands-on approach if needed. | |
| **I have the following experience which is needed for this position** *(add or delete points as necessary)***:**  1. Construction building experience  2. Basic Health and Safety knowledge  3. Documenting all site activity for reports | |
| **I will meet these other/special requirements for this position** *(add or delete points as necessary)***:**   1. Holder of an CSCS card 2. Start an NVQ level 6 senior construction management   **I will follow our Policies and Procedures: (please sign here)** | |
| **I will start work on / This Position Contract is**  **effective from: TBC**  **Please delete the following Y/N responses as appropriate:**  Y / N I have reviewed and understand this Position Contract.  Y / N I commit to doing whatever it takes to be successful in this position.  Y / N I recognise that my remuneration will reflect my success and the company’s success.  Y / N I will always communicate honestly and openly with my employer and colleagues.  Y / N I will ask for help when I need it.  **Reviewed and agreed to by**:  **Name:**  **Position Title:**  **Signature:**  **Date:** | |
| **Witnessed by**:  **Name:**  **Position Title:**  **Signature:**  **Date:** |  |