

Job Title:	PRODUCTION MANAGER
Business:	Taylor Wimpey Yorkshire
Location:	Wakefield, West Yorkshire
Reports to:	Production Director
Direct Reports:	Site Managers
Main Interfaces	

Overall Purpose
<p>Responsible for the management and control of a number of developments within the business unit. For achieving high standards of construction quality in a controlled cost environment, contributing to the regions profitability. Meeting planned objectives and maintaining high standards of health and safety at all times. Liaising with other department heads to ensure budgeted objectives are met with a commitment to build and motivate a team and continued staff development.</p> <p>Assist and deputise for the Production Director as required.</p>

Key Activities
<p>Health and Safety</p> <p>Assist the Production Director in the following activities:</p> <ul style="list-style-type: none"> • Ensure the pre start Health and Safety plan is fully developed prior to site start in accordance with Health and Safety Executive Directive. • Ensure the required registers and site specific environmental action plan (SSEAP) is produced in accordance with company guidelines. • Ensure that the George Wimpey Health and Safety Procedures Manual is complied with at all times. • Ensure that in the event George Wimpey policy is revised that all management are aware of this and amend their working practices as necessary. • Interview consultants, sub-contractors and suppliers to ensure they are competent prior to commencing work for George Wimpey. • Liaise with George Wimpey safety consultants and GW Safety Director to ensure that monthly safety inspection reports are actioned. • Undertake detailed safety inspection with site mangers during site visits. • Ensure site staff receive the requisite Health and Safety training in accordance with the Company training matrix.

Pre Production
<ul style="list-style-type: none"> • Assist the Production Director to appraise the project buildability in conjunction with the Development Department and produce a construction programme. • Attend pre planning, pre tender and pre start meetings to ensure all necessary construction issues are addressed prior to commencement on site.

Management of construction process
<ul style="list-style-type: none"> • Issue the agreed build programme and build direction to site managers. • Review the pre start method statement submitted by the site manager. • Review site mangers weekly progress and status report and liaise with other department heads to resolve any delays or issues identified. • Ensure site manager correctly plans and programmes his sub-contractors and materials suppliers to maintain the build programme. • Ensure that a culture exists within the site construction team that guarantees the required

quality of the build process is achieved.

- Liaise weekly with the sales team to review sales and production progress on a site by site basis.
- Undertake regular visits to site to review progress and adherence to company and HSE procedures and requirements.
- Review sub contract and materials supplier performance, reporting continual problems and defects to the technical department.
- Manage the completion of developments including ensuring all roads, sewers and public open space adoptions are carried out in a timely manner.

Cost Control

- Liaise with the technical and design departments to consider cost effective construction processes at both the design and construction phases.
- Investigate exceptional cost excesses and taken appropriate remedial action.
- Liaise with sub contractors and suppliers in conjunction with the technical department to reduce costs whilst maintaining quality and customer satisfaction levels.
- Review build programme in conjunction with the Sales and Marketing Director to ensure work in progress levels do not exceed targets established at site start.
- Ensure the George Wimpey waste management policy is enforced.
- Regularly review sub contractor day work sheets and other cost issues with the technical team.

Customer Care

- Instil within the site management team a culture, which encourages continuous improvement.
- Monitor all customer satisfaction surveys and summary reports to ensure that trends are recognised and appropriate action taken to improve performance.
- Resolve any disputes that may arise to the satisfaction of the purchaser whilst maintaining financial and commercial controls.
- Monitor the application of the customer care procedures to ensure customer satisfaction.

Personnel

- Undertake annual performance appraisals.
- Identify and action appropriate training and development opportunities to develop skills and knowledge of staff.
- Manage performance and disciplinary issues in accordance with Company procedures.
- Plan and manage manning levels including the recruitment of appropriately qualified and experienced personnel.

Key Competences

- Customer Focus
- Decision making
- Innovativeness
- Leadership
- Planning
- Tenacity
- Delegation

Key Experience

- Extensive previous production knowledge.
- Management of people (staff, sub contractors and suppliers).

If you are interested in this role please send your CV to Steve Brunt (steve.brunt@taylorwimpey.com). Closing date is 12th March 2009.