



<b>Job Title:</b>	Site Agent/ Project Manager
<b>Position Reports To:</b>	Contracts Manager
<b>Authorised to Liaise With:</b>	Commercial Dept, Purchasing Dept, VHE Technology, Estimating, SHEQ, Designers, Client Representatives,
<b>The Company:</b>	VHE Construction plc

#### Role

As Site Agent/Project Manager you will be responsible for the delivery of projects both operationally and commercially. Typically these projects will be of a remediation, regeneration, reclamations nature requiring a good knowledge of earthworks specification compliance. Projects may also include demolition, drilling and grouting and civils infrastructure which will require appreciation of managing sub-contract packages. The position will be supported by Senior Managers, Engineers, Quantity Surveyors, Geo Environmental Engineers (VHE Technology), Purchasing Department and SHEQ Manager.

#### Key Tasks and Responsibilities

- Management of all contractual and SHEQ requirements of a projects including
- Preparation and monitoring of CPP, RAMS,
  - Planning and Programming,
  - Coordination of resources including plant, labour, materials, sub contracts,
  - Financial control and reporting,
  - Implementation and ensuring compliance with all company policies and procedures,
  - Maintaining records

#### Person Specification

- Experienced in Civil Engineering project management ideally with remediation or earthworks elements
- Knowledge and understanding of earthworks specifications
- Knowledge of NEC, ICC and JCT forms of contract
- Proficient at programming using MS Projects
- Team player with good communication skills

<b>Educational/Professional Qualifications:</b>	Degree, HND or NVQ level 6 preferable
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<b>CSCS Requirements:</b>	Required
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<b>H&amp;S Requirements:</b>	SMSTS, 1 <sup>st</sup> Aid, Temporary Works Coordinator
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**Remuneration:** Competitive salary package including benefits is negotiable depending on experience

**How to Apply:** In the first instance please email your cv to [careers@vhe.co.uk](mailto:careers@vhe.co.uk)