**Assistant Production Manager**

Responsible for the management and control of a number of developments within the Business Unit, in order to achieve high standards of construction quality in a controlled cost environment, contributing to the Region’s profitability.

**The Role:**

* Ensure the Pre Start Health & Safety Plan is fully developed prior to site start
* Ensure that the Taylor Wimpey Health & Safety Procedures Manual is complied with at all times
* Liaise with Taylor Wimpey Safety Consultants and the TW Safety Director
* Undertake detailed safety inspections with Site Managers during site visits
* Ensure all Site Staff receive the requisite Health & Safety Training
* Assist the Production Director to appraise the project buildability
* Attend Pre Planning; Pre Tender; and Pre Start Meetings
* Issue the agreed Build Programme and Build Direction to Site Managers
* Review Site Managers’ Weekly Progress and Status Reports
* Ensure Site Managers correctly plans and programmes his Sub Contractors and Materials Suppliers
* Liaise weekly with the Sales Team to review sales and production progress on a site by site basis
* Undertake regular visits to site
* Review Sub Contract and Materials Suppliers performance
* Manage the completion of developments
* Liaise with the Technical and Design Departments
* Investigate exceptional cost excesses
* Liaise with Sub Contractors and Suppliers
* Review the 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 Taylor Wimpey Waste Management Policy is enforced
* Regularly review Sub Contractor day work sheets with the Technical Team
* Instill within the Site Management Team a culture which encourages continuous improvement
* Monitor all Customer Satisfaction Surveys and Summary Reports
* Resolve any disputes that may arise, to the satisfaction of the purchaser
* Monitor the application of the Customer Care Procedures, in order to ensure customer satisfaction
* 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

**The Person:**

* Extensive previous production knowledge
* Management of people (staff, sub-contractors and suppliers)
* Planned & Organised professional with Focus on Solutions and collaboration
* Considerable innovativeness and tenacity
* Customer Focus

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.

**Internal applicants – please advise your Line Manager if applying for this role.**