

Site Agent

Company:	Charles Brand Ltd
Job Type:	Full-time - Permanent
Reports to:	Project Manager / Contracts Manager
Location:	Corran, Scotland
Proposed Salary:	£40,000 – £65,000 – negotiable on experience

About us

Charles Brand currently have a team delivering work in Scotland and with recent growth in the region we want to establish a team based in Scotland.

We have already delivered several schemes in Scotland including:

- Inchcape: Cable landing facility in Cockenzie £10m
- Edinburgh Airport: Resurfacing and ground lighting £10m
- Lossiemouth Waste Water Treatment Facility and outfall £24m

We have recently been awarded:

- Corran Ferry Port Infrastructure works near Fortwilliam £26m
- Peel Ports Framework – Lot 2SC – Scotland Marine Construction – Glasgow and Strathclyde

Role Overview

You will support with leadership on site to ensure our projects are delivered to budget, on time and to the highest standard. You will work with many people and stakeholders, developing excellent professional relationships. This role will commence on an exciting new project for us at the Corran Ferry Port.

What you'll do

Some of your main duties will include:

Operations

- Regularly review project progress, ensuring timelines and profitability are on target throughout.
- Identify and Manage risks and opportunity effectively throughout the project.
- Support with adequate resourcing and ensuring materials are available to avoid delays.
- Produce and manage construction programmes and assess cost/value.
- Deputise for the Project Manager where necessary, using effective leadership.

HSEQ & Compliance

- Take responsibility for health, safety, environment, and quality matters by ensuring compliance with regulations, implementing policies and procedures across operations, promoting site safety, and driving continuous improvement.
- Manage project quality daily, ensuring work is delivered to the highest standard and in line with specifications and best practice, and record in accordance with the Quality Management Plan.
- Keep clear records of site activities throughout the project, for example, key milestones, permits, authorisations, RAMS, personnel onsite, Toolbox Talks and any issues raised/identified.

Stakeholder Relations

- Develop and maintain excellent relationships with key stakeholders including clients, subcontractors, statutory authorities, external bodies and inhouse departments.
- In the absence of the Project Manager, represent the company at meetings and deliver progress updates.
- Assist with queries to the site leadership team, providing correct and adequate information.
- Support with day-to-day onsite management and site relations.

People & Culture

- Provide clear leadership and direction to internal staff, subcontractors, consultants, and supply chain partners, promoting a collaborative working environment.
- Lead by example, ensuring processes are followed and technology is utilised where possible for efficiency.
- Address concerns, risks, and underperformance promptly, ensuring timely and appropriate action.
- Promote and live the company values daily, helping us be a Great Place to Work.
- Promote equality of opportunity and foster a workplace where everyone feels safe and valued

Our values

Our values are important to how we run our business. We have been awarded *Platinum Investors in People* in recognition of our people management practices and investment in learning and development.

We are therefore looking for candidates that can demonstrate behaviours in line with our core values and continue with our culture of putting people first:

- Trust
- Fun
- Respect
- Safety
- Caring
- Open & Honest

What you'll bring

We are looking for someone with:

- Minimum 5 years post graduate experience in the Civil Engineering industry
- Third level qualification in a Civil Engineering related discipline
- Ability to read and understand Construction drawings, Contract Documents, and Specifications
- Ability to produce and manage Construction programmes
- Working knowledge of the NEC Contract
- Full Valid Driving License, that permits driving in the UK
- Strong IT literacy, including MS Office and Management Systems
- CSR/CSCS Qualification or equivalent

It would also be desirable to:

- Be working towards professional membership of an appropriate organisation (for example, ICE/CIOB)
- Hold a Nebosh Qualification
- Have experience on marine projects
- Possess working knowledge of CAD, BIM

How we'll reward you

In return, we offer a competitive salary plus we'll provide a wide selection of lifestyle offers, development and learning programmes, services and support designed to help you manage and balance your work/life priorities.

Our Core Benefits include:

- Biannual Bonus based on Individual and Company Performance
- Mentoring and Structured Career Pathway
- Generous Holiday Allowance, and option to purchase additional days
- Car Allowance
- Employer Pension Contribution through Salary Sacrifice
- Paid Membership fees of a relevant Institution or Professional Body
- Life Assurance Plan – four times annual salary
- Health Cash Plan – discounted optical, dental, physio and other health & wellbeing services
- Cycle to Work Scheme
- Gym Membership Subsidy Scheme
- Biannual Performance Development Planning
- Enhanced Maternity/Paternity Pay
- Enhanced Sickness Pay
- Annual Volunteer day to support your choice of volunteering activity

To apply for this post please submit a copy of your CV. We wish you every success in your application.

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