



BCM Scaffolding Services

Position Description

Role: Operations Manager
Location: London
Job Type: Full time
Remuneration: PAYE
Website: www.bcmscaffolding.co.uk

Overview:

BCM Scaffolding Services is a member of the Safe Rise Scaffolding Group www.SafeRiseScaffolding.co.uk – both companies in the group are increasingly recognised as leaders in their areas of expertise and are quickly growing.

Job Purpose:

As Operations Manager reporting to the Chief Executive, you must be a daily advocate/cheer leader with operatives of BCM's company vision and values, holding all operatives to the highest of standards under each of the values. You will be responsible for all aspects of BCM's operations including: Project/Site Management, Logistics, Yard Management, supporting the commercial team with their work, and much more.

This role requires an experienced construction industry operations manager, who would relish the opportunity to join progressive and future focused scaffolding company. NOTE: Scaffolding experience is not required but knowledge of the sector via your construction background is.

Job Duties:

Responsibility for day to day management, as follows:

- Modelling BCM's/Safe Rise Scaffolding's company values at all times and with all people this role interacts with, both within BCM and with clients, suppliers and others.

Site Management, Logistics and BCM Yard Management

- Assisting clients' senior management teams in the overall planning and supervision of projects.
- Reviewing project plans with clients and ensuring BCM's programme of work fits to the project plan and variations thereto.
- Having ultimate decision-making authority for BCM's site issues relating to labour, material, management and disputes (while working with BCM's Site Support Managers).
- With Site Support Managers, managing the organisation and movement of operatives from site to site as required by clients.
- Having overall control of BCM materials at client sites, ensuring surplus materials are held safely or returned to the yard.

- With the office team and Site Support Managers, managing the logistics of lorries/drivers/gangs of scaffolders each day/week.
- Attending site meetings with major contractors and other sub-contractors and appropriately representing BCM while collaboratively working with other contractors to ensure the client's project is completed as required.
- Carrying out random and/or planned on-site drugs and alcohol tests if you or other Site Support Managers believe any of BCM's operatives are under the influence of drugs and/or alcohol while on site (NOTE: You will be given full training).
- Ensuring all scaffolding works are carried out under health and safety guidelines, and liaising with BCM's scaffold inspection team (currently undertaken by Site Support Managers) as necessary who are ultimately responsible for ensuring BCM's standards and industry standards and guidelines are ALWAYS adhered to.
- Being the in-house sponsor/manager of BCM's SmartScaff Inspection system.
- Ensuring site accidents are fully reported to BCM and the client, with all documentation appropriately completed.
- Ensuring all on site method statements and risk assessments are adhered to.
- Managing BCM's yard operations, including recruiting and managing a yard staff. Establishing systems and processes to ensure the yard is effectively managed in support of drivers and scaffolders, and all equipment is properly maintained.
- With the Commercial Manager and Finance Manager ensuring BCM maximises the use of information generated related to fleet management.
- Managing the regular transport requirements within the company.

Business Development/Relationship Management/Management Meetings

- Identifying business development/new tender opportunities with the Chief Executive.
- Nurturing BCM's relationships with existing and potential clients at all levels of their companies.
- Identifying new business opportunities as appropriate in support of the Chief Executive. This may include, building relationships with key managers in client and sub-contractor companies that lead to BCM being invited to tender for new projects; identifying opportunities and passing the leads/referrals to the Chief Executive, or any other opportunities that supports BCM's growth targets.

Operatives' Recruitment and Training

- Ensuring toolbox talks are regularly carried out and are relevant to the company/operatives, and ensuring all training is properly recorded.
- In conjunction with the office staff, managing the company's training matrix ensuring all training is up to date.
- Identifying training and development opportunities for key operative staff in support of the advancement of their careers.
- Managing all recruitment of scaffolders according to BCM and Safe Rise Scaffolding's policies.
- Making recommendations regarding operatives' wages increases each year.

Financial and Business Management

- Ensuring projects are completed on a timely basis and within BCM's pre-set budget.
- Assisting BCM's Chief Executive and Commercial Manager with monthly applications for payments, month end reconciliations, costings/margin reports and end of project reconciliations.
- Ensuring Scaffold Request Forms are properly completed intra month so that they easily feed into month end applications processes.
- Liaising with and maintaining a good working relationship with clients, surveyors, other sub-contractor project managers as necessary to price variations/adaptions and discussing monthly applications for payment and end of project accounts.
- Supporting the Site Support Managers with preparing wages schedules each week for operatives.
- Participating in BCM's internal monthly management meetings.

Experience, Skills and Qualifications:

- Suitable construction industry or professional qualification.
- Significant experience working on large scale construction projects in operations management roles.
- Strong knowledge of the scaffolding sector (via association with the sector and not necessarily working within it. Potential industries of experience could include mast climbing, ground work, contract suppliers).
- Strong leadership skills, inspiring scaffolding operatives to embrace BCM's vision and growth plans, and modelling BCM's company values at all times.
- Strong and demonstrable experience and track record of empowering others, supporting them to grow in their roles and careers.
- An advocate for excellence in all aspects of health and safety constructions practices, and 'leading from the front' with scaffolding practices, always wearing full PPE kits on sites (including helmets, hi-viz clothes, protective boots, gloves and glasses as required).
- Strong people management skills, ensuring scaffolding operatives work productively on projects helping to achieve BCM's budget targets for the project.
- Strong computer skills, including Outlook 365, Word, Excel, and BCM's scaffolding software solution (when implemented – probably SmartScaff), and comfort in working with BCM's CRM system, project profitability tools (including Sage Construct.
- Strong analysis skills – able to use spreadsheets and other technology tools to ensure the operations of the company are operating at the highest levels of productivity and efficiency, including analysing margins/costs (with the commercial team), labour rates and productivity per site/operative, efficiency of logistics and the yard management etc.
- Strong, transparent and respectful written and verbal communication skills.
- Ability to constantly seek new and improved ways to enhance BCM's/Safe Rise Scaffolding's business practices.
- A clean driver's licence.

Attributes:

- A willingness to learn new skills and tasks and share that knowledge with others in the team.
- An enthusiastic and friendly team player.
- Belief in yourself and an optimistic outlook on life. A desire to achieve highly in your role and career.
- Kindness, generosity of spirit, respectful of others.
- Fully embracing the BCM's values and growth aspirations.

Applications:

To apply for the BCM Operations Manager's role, please send your CV and a cover letter to the Safe Rise Scaffolding recruitment team at careers@saferisescaffolding.co.uk

Applications close Friday, 5 June 2020. Initial interviews will be held during the week commencing 8 June 2020 via Zoom conference calls with further meetings being face to face while acknowledging social distancing requirements.