

Creating  
better  
**Careers**



#atebcareers

# Construction Manager Recruitment Pack

**SALARY PACKAGE:**  
c£52kper annum

Earn up to c£55k per annum  
based on annual performance  
reviews.



[atebgroup.co.uk](http://atebgroup.co.uk)

**CLOSING DATE:**  
5th April 2024

**INTERVIEWS:**  
30th April 2024  
& 2nd May 2024

ateb

# The ateb Group

## A message from the ateb team

Hi and many thanks for taking a look at this role. We are the most active social housing builder in Pembrokeshire and produce significant homes for the private market through our subsidiary Mill Bay Homes. Our reputation for quality and delivery has been built over many years and we are not looking to change our commitment any time soon. This appointment will help us to maintain great relationships with our contractor and consultant supply chain, develop better ways to procure our construction contracts and continue the aim of handing over the best homes we can to quality, time and cost.

With the current high demand for homes and our pipeline of schemes, our development team will have an exciting range of opportunities to develop from rural to urban schemes. Working closely with the land and customer teams, your team will ensure we make best use of the resources we have available to ensure our homes keep our customers happy for many years to come. A big challenge for the construction industry is the environmental challenge, ateb and MBH homes will need to be constructed with this in mind, and

you will have a lead role in developing our longer term thinking on carbon reduction.

With great terms and benefits on offer including our trustclock and pension options you will be well set to develop your career with us. As part of the ateb team you will help us to grow our DNA and achieve our ateb vision, you will also be able to real say you are genuinely 'making a difference to people lives'. So please put your name and details into the mix, we look forward to hearing from you soon!

Regards,

**Nick Hampshire**

Chief Executive



# The ateb Group

Our Group is made up of 3 active companies that collectively have the purpose of...

**Creating Better Living Solutions for the people and communities of West Wales**

We aim to:

- Improve Customer Service
- Serve More People
- Increase Business Effectiveness

We are concentrating on:

- Affordability
- Safe Homes
- Customer Service Investment
- Collaboration
- Lower Carbon

# ateb



**West Wales Care and Repair**  
Gofal a Thrwsio Gorllewin Cymru

**MILL BAY**  
HOMES

**EBS**

The Group offers various services across the West Wales counties of Carmarthenshire, Ceredigion and Pembrokeshire. The parent of the Group, ateb Group Limited, is regulated by the Welsh Government. Both subsidiary Companies have their own Board that reports to the parent Board.

# We Are ateb

Our ateb Vision connects us with our customers, partners, and informs the way we want to go about delivering great services.

Our ateb Vision consists of 6 sections:

## Purpose

Creating Better Living Solutions

## DNA

Trust, Togetherness  
and Empowerment

## Plan

- Improve Customer Service;
- Serve More People;
- Increase Business Effectiveness

## Deliver

The right customer Outcomes  
as Effectively as we can

## Assure

Understand Risks; Set the  
right controls; Test the controls  
are working

## Improve

Improvement is the day job





# Development Directorate

Some say this is the best directorate in the world...

## ■ Scope

The Development Directorate consists of Development and Mill Bay Homes (MBH) management areas. We focus on the following service areas:

- Land
- Construction
- (MBH) Sales

## ■ Team

In total there are 13 posts within the directorate, 10 in development and 3 in MBH. Both teams support the delivery of new homes, our development team provide social housing which are managed by ateb which involves buying land, securing planning permission, procuring a construction contractor, overseeing the build and finally handover to our Customer Team. MBH, a subsidiary of ateb, provides properties for open market sale with 100% of its profit gift-aided to ateb to help fund the support and regeneration of local communities and provide a range of affordable housing across the region.

## ■ Background

Development facts:

- In the region of one hundred new properties are brought into management each year.
- Circa £40 million of construction works currently on site.

MBH facts:

- MBH has been operating for over 10 years.
- MBH has gift aided over £10 million to ateb.

## ■ The Future

As a directorate, we are working on many projects to improve what we do, here are a few:

- Handover integration: All developments where long-term management is retained must be capable of being effectively managed with the customers having full access to the range of services available through the group.
- Smart homes: Develop an innovative programme to equip new homes with smart features to save on energy costs; increase maintenance effectiveness and to enhance home working connectivity.
- MMC: Meet the challenges of the Welsh Government to build more homes, quicker, for less investment and meeting their carbon neutral targets (MMC, off-site construction and innovative procurement).

# Your Role @ateb

You will be our:

**Construction Manager**

Working in the:

**Development Team**

You will focus on the following service areas:

- Land
- Construction

Some words from the current team:

**David will be your direct manager...**

As part of this role you will have a chance to make a difference to the communities of West Wales, providing much needed and affordable new housing, through a variety of avenues. We are an established and developing team, with ambitious plans to grow and deliver more new homes to the communities of West Wales. You will have the opportunity to develop your skills and experience to enhance your future career development opportunities, whilst realising your full potential.

**Will will be your Directorate lead...**

Our directorate plays a crucial role in developing our Group's future direction and plans. Will leads both our ateb development team and our MillBay Homes subsidiary. Will develops and sustains the right stakeholder relationships; to compliantly deliver the required outcomes and longer-term corporate Vision, plans and priorities.

Please see the attached role profile for more details.



# Your Role @ateb

These are a few of the key duties of the role please refer to the role profile for more:

- Overseeing our construction function for the Group.
- Championing construction health and safety during the design, build and defects liability stages.
- Liaising with our in-house customer teams, both for lettings and sales, to ensure smooth handover of each new home that we build.
- Contribute to the continual customer improvement cycle throughout our development process from concept to completion.
- Continual focus on scheme viability, cost control and contract management.
- Take lead responsibility for the delivery of the construction stage of all development sites.

- Improve Customer Service
- Serve More People
- Increase Business Effectiveness

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# Reward @ateb

Salary

**c£52,000**

**c£52k per annum (Core)**

**Earn up to c£55k per annum based on annual performance reviews (Core plus)**

Salary based on 37 hours per week, please see note below regarding our new reward @ateb framework.

## Reward Framework

We have recently introduced our new reward @ateb framework which consists of the following:

**Performance Related Pay up to £2,600**

Each role will sit within a salary band where you will be able to potentially increase your annual basic salary each year and earn additional 'in year' unconsolidated rewards where performance has exceeded expectations.

**Core** - Increase your next years salary up to £2600 before a cost of living review is applied

**Core+** - Receive up to a c3% unconsolidated payment in the current year

**Encore Awards up to £500**

All team members could receive spot lump sum awards each year where they have been recognised for actions they have undertaken to promote our Vision.

**Encore** - Any one team member can receive awards up to the value of £500 in a financial year

**Strategic Awards Variable**

Our Boards have the additional ability to reward their companies where particular milestones or strategic performance has been achieved.

**Strategic Awards** - are not time based, the Boards can consider additional strategic awards for a range of different circumstances relating to operating conditions, performance or achievement of key milestones etc.

**Remuneration is just part of the deal, please look at the other benefits of being part of team ateb...**



# Benefits @ateb

We have some great benefits for this role from flexible working, generous holidays, competitive pension, life insurance and health plans. Go on you know you want to:

Annual Leave: <b>33 Days</b>	Our annual leave year runs from 1st January to 31st December with full time entitlement of 30 days per year, pro rata for part time working arrangements. The Group will usually close the office for 3 days between the winter bank holiday period. You will be able to take your leave in hours to increase further your work/life flexibility.
Contributory Pension: <b>£5,200</b>	You will be auto enrolled into our SHPS Defined Contribution scheme in accordance with employer legislation where we will match your contributions up to a maximum of 10% - this is £5,200.
Simply Health: <b>Over £1,000</b>	Over £1,000 of annual health benefits from dental to hospital expenses plus online GP and counselling services.
Life Insurance Cover: <b>£156,000</b>	Connected to our pension membership, enjoy x3 salary life cover for your family.
Sickness Benefit: <b>3 mths full &amp; 3 mths half</b>	3 months of full pay and 3 months of half pay (after 6 months service) which can be extended if you are off with longer term critical illness as defined by the Association of British Insurers Minimum Standards for Critical Illness Cover.
Days to Support our Good Causes: <b>2</b>	As a Group we aim to support worthwhile causes every year, we will support you to volunteer your time to help our chosen good causes.
Learning and Development	The Group invests in a wide range of learning and development activities to support you to do your role better and develop your own skills.
Professional Subscriptions	We will pay one of your annual professional membership subscriptions where it relates to your role.
Trust Clock – flexible working	Flexible time and location working environment. Meet our leading principle and we are flexible on how and where you deliver great customer outcomes.

# Benefits @ateb continued

Business Mileage and Car Use	We have different mileage rates depending on your role's requirements for travel. Casual user is reimbursed per mile and an essential user car user receives an annual lump sum allowance plus reimbursement per mile, all to HMRC guidelines.
Special Leave	We know sometimes everyone needs support outside work, we have a fully flexible approach to taking special leave that is tailored to your circumstances.
Additional Health Benefits	We offer annual flu vaccinations and make a contribution towards eye tests and glasses costs for DSE users.
Annual Mental Health Support	Our counselling scheme offers up to 6 counselling sessions plus we can arrange additional support through our retained occupational health service where needed.
Team ateb	As part of the team you can access a range of activities relating to wellbeing and team events as well as our team forum called i2i - Involve to Improve.

## Our Working @ateb Leading Principle...

**“We must always put the customer, business, team and H&S first when planning and delivering our role profile responsibilities and service area outcomes”**

# How to apply

So, what's not to like! If you want to make a difference by creating better living solutions for the people and communities of West Wales, you have come to the right place.

Here's what to do to showcase why you are the person for this role...



## ■ STEP 1 | NOW!

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Check out who we are and what we do on our website.



## ■ STEP 2 | 5TH APRIL 2024

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Once you've read the documents and you think it's the role for you, hit the apply button. Keep the information to hand as you'll need this to write a cracking application. At ateb Group we want to hear all about your skills and experience and how they relate to the role, so please don't be modest. Once you're happy with your application, press submit and wait for further information.

Got a query? contact us on [peopleteam@atebgroup.co.uk](mailto:peopleteam@atebgroup.co.uk)



## ■ STEP 3 | WE WILL LET YOU KNOW ASAP

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After the closing date, we'll be in touch to let you know if you've been invited for an interview. All applicants will be contacted via e-mail so keep checking your inbox - don't forget to check your junk inbox if you haven't heard from us. We will always contact you.



## ■ STEP 4 | 30TH APRIL & 2ND MAY 2024

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The interview is an opportunity for us to find out more about you and an opportunity for you to ask us any burning questions you may have - relax, we're very nice! You will also meet some of your future team members for a chat over coffee or cup of tea.

**Good Luck**

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