



Job Description: Contracts Manager

General Description

As Contracts Manager you will oversee, lead, and manage multiple projects from start through to completion, including the defects period. You will ensure that all works are completed on time, budget and to the highest of standards. You will have good communication skills and be able to negotiate with clients, architects, structural engineers, and all staff from site workers to directors, in a professional and fair manner. You will be the first point of contact for the client, design team, site managers, subcontractors, suppliers, and the public for as long as the contract lasts. Health & Safety issues will be a top priority in this role.

You will have excellent verbal and written skills and work in line with the company's ISO 9001:2008 Quality Management System and Company Standard Operating Procedures (SOPs).

As well as the above you will be expected to carry out the following:

Your role will include:

- Oversee and lead projects from pre-start through to completion, including defects period.
- Production of tender & construction programme of works for projects – including master programmes through to individual work task items.
- Monitoring and overseeing the site manager and their project, this will include visiting all projects at least once a week.
- Liaising with your team leader on direct labour requirements and scheduling labour requirements accordingly
- Highlighting any potential problems and proposing solutions to the construction team as well as the design team, if required.
- Production and presenting of progress reports to the design team and client at monthly progress meeting.
- Compilation, review, distribution and recording of AIs, RFIs and RVIs issued on projects.
- Arranging and chairing pre-let meetings with subcontractors and suppliers; recording and issuing minutes.
- Checking and signing-off weekly paperwork returned from site.
- Issuing project related information to the design team, subcontractors, site manager, quantity surveyor, etc. and obtaining appropriate comments/approval as required.
- Issuing, checking, and chasing drawings and details sent for approval by subcontractors and suppliers.
- Planning critical dates with site team for works on projects and organising appropriate labour.
- Advising and guiding site managers, subcontractors, designers, and operatives with work on projects.
- Production and compilation of project Health & Safety plans, ensuring they are developed with the site manager throughout the life of a project in line with site requirements and current legislation.
- Ensuring site managers have obtained appropriate H&S information from contractors prior to their works commencing.
- Reviewing RAMS submitted by contractors and ensuring they comply with the site Construction Phase Health & Safety Plan.



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- Responsibility for agreeing extra works and helping the project QS agree costs to resolve any disputes which may arise by continual monitoring of subcontractors and suppliers.
- Carrying out project reviews at the end of each project, with site managers and contracts director, including performance reviews of subcontractors and suppliers.
- Reporting weekly progress of projects under your control to the Contracts Director.

Skills

- Experience in managing others and good leadership / people management skills.
- Good understanding and technical knowledge of the construction industry, including the ability to read architectural drawings and understand the construction process.
- The ability to construct accurate and realistic construction programmes.
- The ability to fit in well, work as a team member and have initiative and enthusiasm.
- Good communication skills and good working attitude towards clients and architects.
- You will be well organised and capable of meeting deadlines.
- Good English, Maths and IT skills are essential with a good working knowledge of Microsoft Excel, Word, Project Commander and Outlook is desirable.
- A good knowledge and understanding of the latest Health & Safety legislation and Building Regulations.
- You should have a good understanding of all aspects of the contracting process and contract law.
- Good commercial sense is imperative. You will also be experienced in decision making.

Qualifications

You will have a proven track record as a contracts manager or as a manager within the construction industry; you will be commercially minded and adept at managing site managers and subcontractors in Traditional Build and Design & Build schemes.

An appropriate further / higher education qualification (advanced NVQ, HND, degree etc.) in construction / building management, building engineering / studies, construction engineering management or civil / structural engineering is desirable.

An approved qualification in First Aid at Work, Site Management Safety Training Scheme (SMSTS), Scaffolding Awareness and Asbestos Awareness is also advantageous.

Salary

A Competitive Salary is offered which will be based on the qualification and level of experience in the construction industry.

Working hours and Environment

Working hours are 8.00am – 5.00pm Monday to Friday with a one-hour lunch break. You may be required to work the occasional late evening or weekend. Your place of work will be split between the office and site. You may also have to make regular client visits. You will be out in all weather.