

JOB TITLE: Contracts Manager

RESPONSIBLE TO: Director

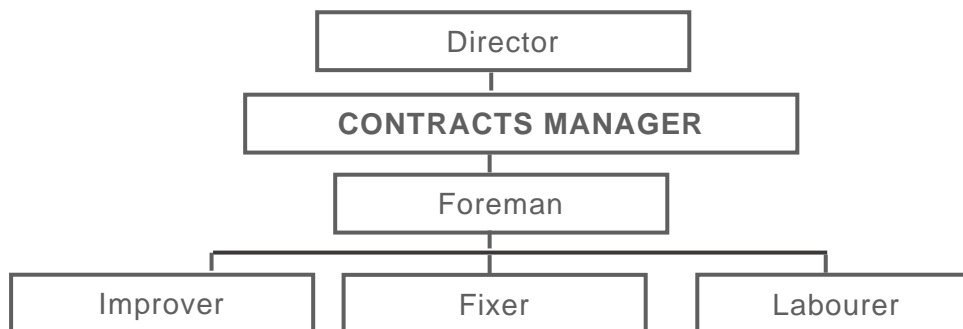
DIVISION: Group

LOCATION: Herefordshire Office with the need to travel to site

HOURS OF WORK: 39 hours per week (Monday to Thursday – 8.00 a.m. to 5 p.m. and Friday 8.00 a.m. to 4.00 p.m. with 1-hour unpaid lunch)

POSITION SUMMARY: The Contracts Manager will be responsible for overseeing all aspects of contract negotiations, obligations, and implementation. Including negotiating contracts, advising management, and supervising the implementation of contracts for optimal efficiency ensuring health, safety, environmental, and quality compliance is maintained and company procedures and objectives are adhered to. The Contracts Manager will have a full understanding of the financial management of the contract from understanding the costs of the project and management of these to fulfill the business Gross and Net Margin requirements and the overall management of the valuation process through to invoice also responsible for invoice queries through to Debtors.

POSITION IN STRUCTURE:



KEY COMPETENCIES:

- Conduct
- Communication
- Achieving Results
- Analytical Thinking
- Business Development
- Building Relationships
- Planning & Organising
- Leadership
- Technical Expertise
- Project and Change Management

MAIN DUTIES AND RESPONSIBILITIES:

In addition to the functions detailed below, employees are required to carry out such other duties as may reasonably be required.

- Successfully and profitably manage new contracts, ensuring all projects under your control meet the required specification, H&S compliance, and high standard of workmanship expected of the company.
- Planning of Contract from ordering materials and relevant plant to scheduling subcontractors and labour.
- Manage labour and materials on-site to enable the task to be delivered on time and endeavour to make higher than expected profit with minimum issues or problems.

- Ensure the correct material quantities are being allocated and laid on the roof to achieve manufactures specification requirements.
- Ensure all additional works have been documented and agreed in writing prior to work commencing and the written correspondence saved in the relevant file, ensuring the finance team is aware of the variation order when invoicing.
- Attend pre-start meetings with the sales team to enable systems of work and discuss any constraints that will have an effect on the contract.
- Set achievable productivity targets and monitor to ensure they are met to an acceptable standard.
- Compile checklists and status reports to keep all parties up to date on projects and save them to Officenet including progress and completed photos.
- Liaise with the client, proactively giving them up-to-date information/progress on the project and any proposed improvements to the original specification (ensuring all parties have agreed in writing prior to the change) and ensure the clients are satisfied with the project delivery.
- To ensure all snagging items are confirmed with the manufacturers/clients representative and are carried out before the handover meeting.
- Take note of potential customers and pass on information to the sales team where a lead has been established.
- Where required, manage supervisors and foremen under your control ensuring communication is clear, concise, and recorded where necessary.
- Lead your team by example, promoting values and development opportunities.

QUALIFICATION/EXPERIENCE:

- Experience in managing projects in a similar industry.
- Good working knowledge of contract conditions, regulations, program and risk management, and cost control including forecasting, actual cost, and value reporting.
- A full UK Driving License.
- Previous experience in managing multiple sites.
- Ability to prioritise work to ensure tasks are completed within time constraints.
- Experience in influencing and coaching at all levels.
- IT proficient
- The following qualifications/certificates are required but not essential as Central Group can provide this training: SMSTS, CSCS Card, 1st Aid at Work, Working at height, Hot Works, CISRS Scaffold Inspection, FASET Netting Inspection, and Asbestos Awareness.

PERSONAL ATTRIBUTES:

- Able to work at height.
- Ability to organise workload effectively for the purpose of meeting deadlines.
- Able to demonstrate flexibility/versatility combined with initiative, drive, and ability to meet targets.
- Strong interpersonal skills and the ability to deal with a wide variety of contacts.
- Excellent people management skills with the ability to influence and mentor.
- Able to work autonomously and flexibly, responding to business needs.

HEALTH & SAFETY:

All employees have the duty to ensure the health, safety, and welfare of themselves, others, and the environment. The Contracts Manager is responsible for:

- setting the highest possible standards of leadership in promoting H&S procedures and best practices
- management of sites and subcontractors
- ensuring that all documentation is complete to the highest standard and monitor the company safety dashboard on a daily basis and check that all documents are up to date on the site iPad when attending site.
- ensuring H&S requirements and procedures are strictly enforced and adhered to, and reviewed accordingly

- ensuring both physical limitations and mental health issues are reported and dealt with appropriately
- visit site and liaise with the sales team to ascertain information to enable the production of site-specific Risk Assessments and Method Statements and to pass on the knowledge base of requirements that are necessary to meet HSE Guidelines.
- provide H&S advice to the team during the Tender stage of the contract
- ensure H&S inductions with operatives and others (sub-contractors/manufacturers) are completed and record any findings
- ensure all risk assessments and method statements are understood and signed
- provide permits to work as required and check and inspect scaffolding/netting within the statutory inspection period and record the findings
- inform the H&S Manager of any accidents or near misses on site or any other H&S matters that the whole business can learn from
- participate in training and development activities as appropriate and assist the safety team to ensure operatives under your control are skilled, knowledgeable, and experienced to perform the tasks set
- follow company policies and procedures and report any deficiencies in systems of work or equipment provided that may result in failure of service delivery or risk to health and safety or the environment
- use all work equipment and personal PPE properly and in accordance with training received and ensure anyone attending site does the same.

EQUALITY & DIVERSITY:

You will conduct yourself in a manner which demonstrates 'equality' in the workplace, including:

- respecting peers and valuing people as individuals
- ensuring the workplace is free from discrimination
- respecting choice and everyone's right to have their own beliefs
- showing appreciation of 'diversity' through the added value of individual differences and various experiences.

OTHER:

- Central Roofing and Building Services may amend this job description in whole or part at any time.
- Committed to working for an employer that values diversity and equal opportunities.
- Willing to undertake additional training or vocational qualifications as required, including annual training and DBS checks.

ACKNOWLEDGEMENT:

I confirm that I have read, understood and accept the content of this Job Description:

SIGNATURE: _____

DATE: _____