CentralGroup
ROOFING & BUILDING SOLUTIONS

JOB DESCRIPTION & PERSONAL SPECIFICATION

JOB TITLE: Contracts Support Manager

RESPONSIBLE TO: Director

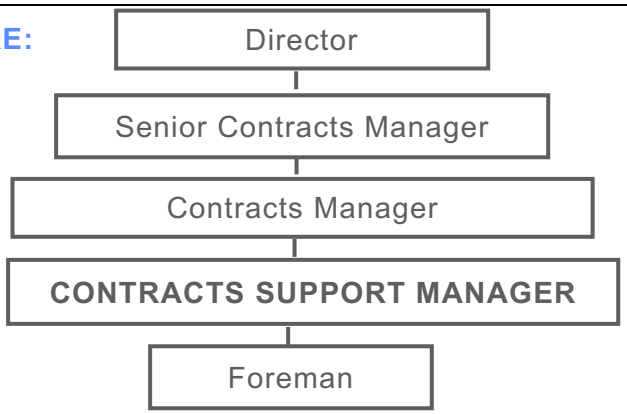
DIVISION: Group

LOCATION: Remote with the regular need to travel to various sites including Bristol Office.

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 Support Manager will be responsible for proving support to the Contracts Manager. Responsible for overseeing the completion of projects on time and within the allocated budget. Including being the first point of contact for members of the team, taking responsibility for health and safety and negotiating contracts with suppliers and subcontractors.

POSITION IN STRUCTURE:



KEY COMPETENCIES:

- Conduct
- Communication
- Customer Service
- Analytical Thinking
- Building Relationships
- Planning & Organising
- Leadership
- Technical Expertise

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.

- Responsible for site setup
- Liaising with H&S to improve practices
- Material management and movement on site
- Setting Gangs site targets and managing on site
- Operative management
- Subcontractor management
- Requesting and placing SC orders with Procurement
- Attending progress meetings where needed
- Meeting and liaising with technical managers on site
- Site measures
- Snagging Inspections for clients
- Training of operatives
- Monitoring compliance on site and iPads

- Undertaking site compliance checks and Surveys

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.

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 statuary 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.

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.

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.

SUSTAINABILITY AND ENVIRONMENTAL, SOCIAL & GOVERNANCE (ESG):

Central Group has established a bespoke Carbon Reduction Plan to publicly commit to achieving Net Zero Carbon emissions by 2050. Central Group is actively pursuing its wider ESG issues to maintain a long-lasting sustainable business. The long-term commitment of our internal stakeholders is crucial in ensuring our sustainability and ESG success:

- Commitment and adherence to the Central Group Carbon Reduction Plan and target of Net Zero carbon emissions by 2050 is fundamental.
- Actively contribute to our current and future sustainability goals by incorporating ESG and carbon reduction considerations into your daily tasks and decision-making processes.
- Communicate potential carbon reduction and/or ESG initiatives that could assist Central Group achieve their future Net Zero carbon emissions and ESG targets.
- Fostering environmentally responsible practices, promoting social equity and diversity, and maintaining high standards of corporate governance.
- Committed to upholding Central Groups ESG commitments is paramount.

ACKNOWLEDGEMENT:

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

SIGNATURE: _____ **DATE:** _____