

Role Profile



Job Title:	Contract Manager
Department:	Construction and Major Works
Location:	Various as per current projects
Responsible / Reporting to:	Senior Contracts Management

Purpose of the role:

Manage designated projects safely ensuring they are delivered on time, to budget and achieve the highest levels of customer satisfaction by effectively organising and managing all contract specific controls, direct reports and resources in line with company operating procedures. Act as liaison between all parties to ensure that the client's specifications and requirements are met, reviewing progress and overseeing cost, serve as the main facilitators for capturing and managing risk, opportunity, record keeping, monitoring, and change management in accordance with contractual requirements.

Key areas of responsibility:

1. Service delivery and quality

- Support the Senior Management Team in building and operating a first-class delivery team to and in achieving the company's objectives for the designated area of the business
- Full managerial responsibility for the allocated work areas and direct reports, involving the effective management of all trades to ensure that all work is programmed and completed to specification within contractually defined timescales.
- Ensure all designated projects are effectively programmed and controlled using company monitoring mechanisms, and / or contract specific processes.
- Ensure the timely delivery of management information, project reporting and forecasting
- Ensure that all project delivery risks are identified, recorded and managed through effective mitigation measures utilising company and / or contract specific process
- Ensure close liaison with Commercial Colleagues at all intervals
- Ensure the co-ordination of operatives, subcontractors and suppliers in a planned and controlled manner ensuring efficiency of the works and minimising cost, whilst encouraging team working
- Support the procurement function in the selection of subcontractors and suppliers and provide performance feed-back.
- To assist the SCM in ensuring all works undertaken meet quality expectations as appropriate.

2. To oversee the operations of direct labour and plant

- Ensure the Site Delivery Team maintains programmed production levels, undertaking regular reviews of any project slippage.
- Ensures safety procedures and risk management process are always followed, promoting a positive safety culture within the team.
- Ensures drawings and / or contract specifications are reviewed, challenged, recorded and as appropriate.
- Ensures adherence to site Construction Phase Health & Safety Plan promoting a zero-tolerance approach to managing safety.

3. To oversee the operations of supply chain

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- Undertake and record regular progress meetings as deemed applicable, ensuring effective outcomes are achieved and / or actions escalated where applicable.
 - Ensure the team maintains programmed production levels, ensuring any underperformance is affectively recorded and managed to resolution
 - Ensures sub-contractor Risk Assessment / Method Statements are checked and adhered to both generically and dynamically via site specific monitoring.
 - Always Ensures adherence to all company Procedures and or Processes
 - Ensure Health and Safety records (Monitoring / Audit / Toolbox Talks Etc) and any matters arising are effectively managed through to resolution.
 - Conduct regular quality inspections within your work area ensuring we strive to always exceed the minimum standards.
- 4. To review the production of the weekly/monthly programming of works and contract reporting**
- Provides detailed weekly progress reports to Senior Management
 - To demonstrate strong and professional leadership and liaison with Direct Reports, the Supply Chain and our Customers
- 5. To ensure that resources are available in accordance with the programme**
- Liaises effectively with the Supply Chain and purchasing teams
 - Plans work schedules effectively with adequate forward planning
 - Displays necessary knowledge of all specification requirements
- 6. To oversee discipline over site operatives and / or supply chain representatives**
- Ensures that all Site Managers, operatives and sub-contractors are aware of site regulations
 - Ensures that the company disciplinary procedure is in place and available for inspection
 - Liaises with the Hr Manager or the Senior Contracts Manager on all disciplinary matters
- 7. To maintain an awareness of cost allowance and operate within specified guidelines.**
- Ensure that A&E Elkins is always in a robust and defensible position by adhering to contract specific requirements, record keeping and programme management.
 - Liaises effectively with the Commercial Team and or Senior Contract Manager on cost targets for all operations
 - Ensures that all information is presented to the accompany any notice of delay and / or compensation in a timely manner
 - Ensures that all operations are carried out in accordance with the agreed project costings
 - Liaises with the Snr Contract Manager immediately if any operation exceeds or is suspected will exceed its cost target
- 8. To follow administration procedures in ordering and receiving materials and plant, and drawings of materials**
- Ensures that all orders are placed through the correct channels in accordance with the programme requirements and company policy
 - Ensures timely call-offs from main purchase orders
 - Helps to ensure that all materials and plant arrangements go through correct procurement process and / or procedure

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- Maintain records and monitor all plant on hire against proposed off hire dates and / or tender allowances. Add commentary on hire against purchase cost where applicable.

9. To oversee accurate diaries and allocation sheets

- Records accurately and within the required timescale all hours of labour and plant
- Ensures that worksheet diaries are kept fully up to date within the specified timescale
- Ensures that all records, including variations, are passed on to the Commercial Department before works commence.
- Ensures that allocation sheets identify work area and type

10. To monitor the performance of all direct labour and sub-contractor staff, and make appropriate recommendations for training when necessary

- Ensures all staff are skilled for the job
- identifies training needs where they exist
- Liaises effectively with the Senior Contract Manager on all training needs

11. To participate in continuous self-development

- Attends any appropriate training courses and / or attends all legal requirement courses

12. Responsibilities will also include any other duties that may be reasonably requested of the post holder

Qualifications and prerequisite Skills

Educated to a Degree Standard – NQV Level 6

SMSTS

Good Organisational Skills