



An expert in energy and information technology, VINCI Energies (63,000 employees and revenues of 9.3 billion euros) designs, carries out and maintains solutions for industry, services and local authorities.

Actemium provide engineering design, project management, installation and commissioning of electrical, mechanical and IT services in the United Kingdom since 1907.

In addition, we provide specialist maintenance operations, fully complemented with accredited safety tests and inspection services to optimise the operational efficiency and safety of our client's equipment and systems. Whilst part of a global network of 300 Business Units, Actemium UK comprises of 7 Business Units covering all of the UK & RoI.

## Senior Contract Engineer

### **JOB**

The Senior Contract Engineer (SCE) is a pillar of our business. In charge of a sphere of responsibility defined right from the first marketing approach, the SCE assumes commercial responsibility and is the key contact toward the customer; sees their projects through from beginning to end: quotation, negotiation, realisation, costs, invoicing, final acceptance, receipts and dealing with contentious points.

### **PROFILES**

Degree or HNC/HND qualified in Electrical engineering or equivalent technical discipline preferred but other candidates with suitable experience will be considered  
Proven experience of working with and managing contracts within a traditional construction project.  
(More Person specifications can be found on the next pages.)

### **CONTACT(S)**

Interested Candidates should send their CV and covering letter to [recruitment@vinci-energies.co.uk](mailto:recruitment@vinci-energies.co.uk)

# Role definition

Job title:	Senior Contract Engineer		
Reports to:	Business Unit General Manager		
Direct reports:			
Business unit:	Merthyr	Location:	South Wales

## Summary

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## Key objectives

- Identify projects and tenders. Responsible for tenders until successful receipt of orders.
- Oversee the successful delivery of projects to scope, target cost, quality, programme and completion encompassing design, engineering, construction, handover and commercial aspects.
- Implement a full risk and value engineering management process where all risks and cost savings opportunities are identified and actioned.
- Ensure that project imperatives are clearly communicated and understood throughout the project and to others, as appropriate.
- Provide direction, motivation and leadership to both internal staff and external consultants or contractors engaged in providing technical support activities to the project.
- Responsible for all safety, health, environment and quality matters including driving excellence and championing continuous improvement.

- Assumes overall responsibility for the project and tenders in terms of financial performance, deadline compliance and technical performance of the work.
- Responsible for the management of projects under his authority, covering all day to day activities including health & safety of site operatives and subcontractors.
- Responsible for determining the projected cost estimates at the end of business deals for which, they are responsible and gives reports to the BU General Manager proposing solutions to resolve discrepancies with the budget.
- Organises bid and contract reviews and monitors changes in the contract.
- Verifies & validates sales orders before acknowledging receipts.
- Ensures the Quarterly Account Closing (EV) of their projects are properly carried out and the forecast estimates are fully performed.
- Manages the procurement and purchases for his project.
- Establishes and counter signs purchase requests (PR).
- Responsible for the technical aspects of the project either directly or by delegation to a lead engineer.
- Is the customer interface for every aspect of their project.
- Participates in the preparation of the Business Unit's annual budget, Shared Strategic Plan (SSP) and individual commercial action plan.
- Supports the BU General Manager in their responsibilities and commitment to the Business Management System.
- Ensures that customer complaints are recorded and corrective action taken.
- Ensuring that corrective action is taken for all nonconformities.
- Maintaining contract document control.
- Develop and manage key customer relationships, through regular reviews of contract performance with customers, understanding and managing needs and gaps.
- Proactively deliver a quality installation to the satisfaction of our customers.
- Actively seek out, drive and promote service excellence, best practice and continuous improvement initiatives.
- Coach and motivate the project team and lead by example.
- Continually review suppliers performance and share information.
- Ensure all services and installations are designed, built and certified to the required standards and that all functions are carried out in appropriate manner.
- Review and approve project execution plans, health and safety plans, environmental plans, and safe method of work plans.
- Seek opportunities for business growth both within and outside the existing contract base.

# Person specification



## Qualifications and training

- Degree or HNC/HND qualified in Electrical engineering or equivalent technical discipline preferred but other candidates with suitable experience will be considered

## Technical skills and experience

- Proven experience of working with and managing contracts within a traditional construction project.
- Sound understanding and experience in the application of safety legislation and corporate safety procedures, including CDM.
- Good understanding of commercial issues affecting project performance and experience in assessing value / evaluating variations of works undertaken.
- Must be able to communicate effectively with contractors and their employees at all levels.
- Calm professional manner, but able to take firm and timely decisions.
- Positive "can do" attitude, be proactive to identify and resolve management problems.
- Able to work extended and/or unsocial hours to the full requirements of the role.
- Excellent organisational, planning and time management skills; able to manage multiple projects simultaneously without compromising on standards and quality.
- Ability to deliver projects and possess the organisational skills required to do so to demanding deadlines.
- Ability to develop friendly and professional customer focused relations with others.
- Good management skills, with the ability to motivate employees to achieve.
- Excellent communications skills, with the ability to simplify complex concepts both orally and in written form.