

JOB DESCRIPTION

CONTRACTS MANAGER

Job-Purpose

Reporting to the Senior Partner, the job-holder is responsible for managing all site-based activities to ensure that building contracts are delivered on time, to the required standards within budget, whilst maximising client satisfaction. The job holder will be responsible for working with the Project Surveyor monthly giving all costs collated to variations on site

Direct Reports: Site Managers, Working Foremen, Project Surveyor, Contract Administrator

Accountabilities and Main Duties:

Short-term Planning and Monitoring: Agree job programmes with Site Managers and monitor progress. Communicate programme and subsequent changes to all affected parties. Intervene and agree action plans to recover delays where possible. Ensure timely request for and delivery of all information that is on the programme critical path. Identify variations to contract that will impact on the programme and ensure programme is revised to accommodate them. Liaise with Joinery Manager to assist production programming and ensure smooth workflow through the joinery within deadlines. Compile such reports as are required to demonstrate progress against programme and budget.

Procurement: Compile procurement schedules and liaise with Senior Buyer re site supply and specialist requirements, specifying deadlines. Ensure enquiries and/or tender packages are sent to sub-contractors and suppliers so that orders can be placed in time to meet programme. Select sub-contractors to ensure level of competence and size of existing workload are consistent with the nature of the contract.

Finance: In conjunction with the Financial Controller/Project Surveyor, monitor job costs and progress against budget. In conjunction with Project Surveyor liaise with him/her to make sure the valuations are submitted on time. Ensure in-coming invoices or applications for payment from sub-contractors and labour agencies are checked and signed off to release payment in conjunction with the Project Surveyor. Ensure all variations are identified. In conjunction with the Project Surveyor, compile, submit and negotiate agreement of the final contract account. In conjunction with the Financial Controller, manage any insurance claims arising from the contract.

Client Relations & Liaison, (including clients' professional representatives): Represent the company at site meetings. Take and distribute meeting minutes when it is agreed as the company's responsibility to do so. Maintain a flow of timely information to the client as to progress and cost. Obtain agreement to variations. Justify and obtain formal agreement of unavoidable delays to minimise penalty clause claims. Resolve any client-related issues or disputes referred by site managers. Receive client/architect instructions and communicate them to all those affected. On completion and hand-over, compile a Service Manual for the contract containing all relevant information, user instructions and guarantees and arrange for its delivery to the client. Assist the Senior Partner in arranging and hosting promotional events and entertainment for clients and professional contacts.

Operations and Work-force Management: Monitor organisation and methods to ensure maximum efficiency. Set common operational standards throughout sites. Ensure that an adequate workforce is

available to enable completion of contracts to programme, whilst minimising payroll cost. Provide technical support to Site Managers. Hold regular progress review meetings and review labour requirements with Site Manager. Ensure all personnel recruitment and induction procedures are completed to ensure compliance with relevant legislation, e.g. "Right to Work", Inland Revenue Construction Industry Scheme, Health and Safety at work. Liaise with sub-contracted trades to ensure good relations are maintained and our performance requirements are clearly communicated. In conjunction with other Contracts Managers, maintain company-wide overview of sub-contract labour and trades availability to suit our programmes, avoiding over-commitment of sub-contractors. Review sub-contractor performance on completion of contracts, giving feedback where appropriate.

Quality Control and Compliance: Monitor methods and output to ensure that required quality standards are achieved at minimum cost and that the requirement for snagging is minimal. Agree snagging list with client or contract administrator. Communicate snagging list to all affected parties, monitor for timely completion and obtain client sign-off. Monitor output to ensure compliance with Building Regs and any other prevailing legislation. Liaise with Building Control to resolve any issues.

Health & Safety Compliance: Monitor site practices and routines to ensure compliance with relevant legislation and regulations, including the company H & S Policy, to minimise the likelihood of accidents and the resulting fines and compensation claims. Ensure training needs are identified and, in conjunction with the Financial Controller, arrange for personnel to attend such courses as are necessary.

General: Carry out such other duties as are consistent with the job-holder's knowledge and skills and are necessary for the satisfactory completion of contracts or for attainment of the goals of the business.