

Contracts Manager

Role Purpose:

Responsibilities of the Contracts manager include the financial monitoring and control of the contracts, ensuring Health, Safety, Environmental and Quality compliance is maintained and the Company's procedures and objectives are achieved.

Key Responsibilities:

Programme planning

Plan projects and ensure they are programmed to a level of detail necessary for the site team to deliver the scheme without delays.

Ensure procurement and reconciliation of materials is carried out in accordance with Company procedures to best value and to prevent delays.

- Ensure site team compliance with Company commercial policies and procedures
- Attend tender handover meetings and deliver pre-start meetings to the site team
- Ensure a commercial plan and end of life forecast is in place and monitored monthly for the successful commercial delivery of the project
- Produce and analyse progress reports, updated costs and forecasts
- Ensure correct commercial engagement of subcontractors
- Implement the risk management process, review risk register and check risk controls
- Review the CVRs monthly with the project teams, implementing necessary actions
- Complete and distribute the Contract Initiation/Completion form for each project
- Ensure weekly review of progress, budget resources and forward planning are carried out, and lookahead programmes are in place
- Chair and attend internal and external meetings and ensure the production of accurate records of any discussions and actions
- Ensure timely management of both temporary and permanent design to meet the requirements of each project

Health, safety and environmental

- By example, set the highest possible standards of leadership in promotion of HS&E procedures and best practice, ensuring compliance with Company procedures and legal obligations.
- Allocate HS&E responsibilities and duties for site personnel, check understanding and provide training as necessary .
- Maintain and manage construction sites and subcontractors, ensuring all subcontractors follow Barhale's procedures and processes
- Oversee and ensure that HSE-related documents are kept up to date and undertake senior manager site inspections, ensuring that audits and reports are produced, liaising with the necessary parties
- Liaise with third parties to ensure compliance with required regulatory standards



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Quality

- Ensure that Insection & Test Plans (ITPs) are produced
- Ensure that the QA File is produced and maintained
- Establish and promote best practice

Customer relations

- Build and maintain relationships with both the client and external customers
- Chair and lead meetings with the customer and report on progress to date
- Ensure that works are carried out in a manner which minimises community impact

Key measures & targets:

- Adherence to all deadlines set and Business Unit objectives
- Ensure final accounts are completed within three months of construction completion
- Monthly and weekly reporting timescales are met
- Ensure KPI measures are met
- Deliver projects without safety incidents, within time and to budget

Key relationships:

- Managing Director
- Site teams
- Subcontractors and suppliers Clients and stakeholders

Person Specification:

The successful candidate is likely to meet all of the following criteria:

Essential

- Extensive experience of managing projects within a Plumbing/Heating & Renewables environment
- Good working knowledge of contract conditions, CDM regulations, design management, programme and risk management and cost control including forecasting, actual cost and value reporting
- Experience of MS project
- Educated as a minimum to HNC/HND/Degree level (or equivalent)
- Experience of Pre-Qualification and Tendering process for a number of multi-discipline projects
- Excellent people management skills with the ability to influence and mentor
- Excellent verbal and written communication skills, with both customers and all levels of staff
- Problem solving skills and analytical thinking

For further information or to apply, please email careers@mcinnestgroup.co.uk



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