

Job Description

Contracts Manager

REPORTS TO: Associate Director - Operations

Overall Job Purpose:

As Contracts Manager you will report to the Operations Manager regarding all respective projects and team performance. You will be required to ensure all relevant paperwork is completed for all projects. You will then work with the HSEQ Manager and other Contracts Managers to ensure the successful delivery of projects and complete satisfaction of clients. You will manage the site teams and ensure project work deadlines are met. Ensure that work performance and issues are reviewed, with a vow of constantly striving to improve your team's efficiency.

Main Responsibilities and Duties:

- Conduct project file briefing prior to commencement of work to Works supervisor and conduct Prestart meetings
- Upon completion of handover from the applicable estimator, undertake all necessary actions/arrangements for the delivery of the project
- Liaise with Clients as required and at close of project obtain Clients feedback – from this implement any action needed
- When needed visit site and complete Site Visit Form along with relevant photos
- Issue HSEQ Manager with instructions to create a Site Folder for each project. These instructions have to include the following: Equipment to be used, Staffing levels and rolls, Location of project, Project plans, Site Visit Form and Commercial file
- Ensure lift plans are completed and added to Site File along with supporting documentation.
- Work with the Operations Manager to ensure the development of policies and procedures that clearly reflect and support the undertaking of the Contracts department
- Work closely and efficiently with other Contracts Managers ensuring smooth project delivery
- Ensure the Works Supervisor is aware of the requirements regarding project paperwork and the client's needs
- Ensure that the Works Team have all been fully briefed on the project file and expectations by the Works Supervisor
- Working with the Works Supervisor ensure all staff have and use the appropriate PPE
- Ensure all staff are aware of their responsibilities under the Health and Safety at Work Act and ensure all activities are undertaken correctly and safely
- Conduct site inspections, audits and Toolbox Talks
- Liaise with Yard Manager and Transport Manager for the successful delivery to site of necessary machinery and equipment
- Provide regular reports and feedback to Operations Manager regarding project progress, delivery requirements, project issues and conduct of your team
- Ensure trainees are being supervised in accordance with their development programme
- Between client projects liaise with Yard Manager and manage your team to support Yard workload
- Visiting projects site only when necessary to resolve client/project issues when the Works Supervisor is unable to do so
- Support and report to the Operations Manager as required

General Company Responsibilities and Duties:

- Personal and team adherence to existing working practices, methods and procedures, undertake relevant training and development activities and respond positively to new and alternative systems
- Proactive approach to Health Safety and Environment and to co-operate with the Company's HSEQ Manager with relevant Health, Safety and Environment legislation, policies, and processes
- To maintain confidentiality and observe data protection and associated guidelines where appropriate
- To carry out all responsible duties and responsibilities within the overall function, commensurate with the level of the responsibilities of the position
- Assist with the development and improvement of internal systems that will add benefit to the business.

Desired Skills, Experience and Qualifications:

- Construction Degree/Qualification (Preferable)
- Sound construction knowledge and experience to include steel piling
- Knowledge and understanding of various standard construction contracts
- SMSTS
- Passport to Safety
- Appointed person for lifting operations

Hours and Environment:

8:30am till 5pm. Minimum of 40 hrs per week.

Due to the nature of this role, employees are expected to be co-operative in working outside their normal hours as necessary to cope with varying situations and workloads.

For completion by Role Holder to confirm receipt and acceptance:

Signed:	
Name:	
Date:	