

## Recruitment Specification

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| <b>Job Title</b>                  | Contracts Manager   |
| <b>Position Reports To:</b>       | Regional Manager / Director   |
| <b>Direct Reports:</b>            | Project Delivery Teams  |
| <b>Authorised To Liaise With:</b> | Client, Suppliers, Sub Contractors, Internal Departments, Regulatory Bodies and Members of the Local Community, Other persons as necessary to achieve contract objectives |

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| <b>Role</b>   |
| Responsibilities of the Contracts manager include the financial monitoring and control of all Contracts in their portfolio, ensuring Health, Safety, Environmental and Quality compliance is maintained and the Company's procedures and objectives are achieved. |

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| <b>Key Tasks &amp; Responsibilities</b>   |
| <ul style="list-style-type: none"> <li>• Programme planning</li> <li>• Plan projects and ensure they are programmed to a level of detail necessary for the site team to deliver the scheme without delays</li> <li>• Ensure procurement and reconciliation of materials is carried out in accordance with Company procedures to best value and to prevent delays</li> <li>• Ensure site team compliance with Company commercial policies and procedures</li> <li>• Attend tender handover meetings and deliver pre-start meetings to the site team</li> <li>• Ensure a commercial plan and end of life forecast is in place and monitored monthly for the successful commercial delivery of the project</li> <li>• Produce and analyse progress reports, updated costs and forecasts</li> <li>• Ensure correct commercial engagement of subcontractors</li> <li>• Implement the risk management process, review risk register and check risk controls</li> <li>• Review the CVRs monthly with the project teams, implementing necessary actions</li> <li>• Complete and distribute the Contract Initiation/Completion form for each project</li> <li>• Ensure weekly review of progress, budget resources and forward planning are carried out, and look ahead programmes are in place</li> <li>• Chair and attend internal and external meetings and ensure the production of accurate records of any discussions and actions</li> <li>• Ensure timely management of both temporary and permanent design to meet the requirements of each project</li> </ul> |

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| <b>Person Specification</b>   |
| <ul style="list-style-type: none"> <li>• Candidates must meet the following:</li> <li>• Hold experience of a similar role within a contract environment (essential)</li> <li>• Hold experience of working within the Rail sector (essential)</li> <li>• Have had exposure to design and construct works</li> <li>• Be able to demonstrate a customer focussed approach and experience of customer facing business development activities</li> <li>• Be IT literate in MS Office applications</li> </ul> |

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| <b>Skills Required</b> | You will need to understand all aspects of the contracting process, and technical building requirements — plus good commercial sense is a must. Contracts managers need to be able to establish strong working relationships with a wide range of people. So you'll be a team player — but you also need to be able to use your own initiative and make your own decisions as well. In common with all areas of management, contracts managers need to be well-organised and capable of meeting deadlines. Good maths and IT skills will also help |
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| <b>CSCS Requirements:</b> | Black Management |
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| <b>H&amp;S Requirements</b>                         | Five Day Site Managers Safety Training Scheme or acceptable alternative (e.g. NEBOSH General Certificate).<br>NCCA, PTS   |
| <b>Health Safety and Environmental Requirements</b> | <ul style="list-style-type: none"> <li>• By example, set the highest possible standards of leadership in promotion of HS&amp;E procedures and best practice, ensuring compliance with Company procedures and legal obligations</li> <li>• Allocate HS&amp;E responsibilities and duties for site personnel, check understanding and provide training as necessary</li> <li>• Maintain and manage construction sites and subcontractors, ensuring all subcontractors follow AMCO procedures and processes</li> <li>• 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</li> <li>• The Contracts Manager has single point responsibility and accountability for successful execution of a project in terms of quality of work, maintenance of schedule, budget and profit margins, and Client satisfaction from commencement to close-out.</li> <li>• Monitor expenditure and such items as work carried out against an estimate originally prepared in order to ensure the work is within the contract or may form a separate claim constantly liaising with the Commercial Dept &amp; Regional Manager / Director on such subjects.</li> <li>• The monitoring and control of project performance against budget, schedule, quality and safety requirements using appropriate control tools and reporting of same to AMCO Rail Management Team and Client.</li> <li>• The identification of changes in the scope of work and ensuring that change orders are current and adequate. Prepare early warning and change instruction documentation.</li> <li>• Assess the standard of all proposed installation work associated within the project, undertaking inspections and preparing full reports, where required and submitting these to the Regional Manager / Director on a monthly bases.</li> <li>• Liaise with stakeholders, commercial &amp; planning teams.</li> </ul> |



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