

Recruitment Specification

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

Role

The purpose of this role is to ensure successful project delivery and maximisation of margins through the delivery of contracts in a safe manner, on time, within budget and to the agreed levels of quality. This also includes proactively developing relationships with clients and their representatives in order to identify, develop and maximise business opportunities

Key Tasks & Responsibilities

The key tasks of this role include:

- Demonstrating a consistently high standard of Health and Safety leadership and behaviour.
- Fulfilling the Contract Manager's responsibilities as laid down in the Health and Safety Responsibility Statement HSRS 004.
- Delivery of multiple contracts within programme and budget.
- The development of positive relationships with all parties associated with the contract.
- Liaising with client's representatives to ensure client requirements are clearly understood, resourced and implemented on time and to budget.
- Ensuring that Project Delivery Teams are fully apprised of the contract parameters and have the capability and resources necessary to achieve contract objectives.
- Ensuring that contracts are executed in accordance with the requirements of all applicable legislation, the T&Cs of the contract, the contract HSQE and the company's policies/procedures.
- The continuous monitoring of contract progress to ensure that contract objectives are being met.
- Controlling the "close-out" of contracts to ensure that all activities required to be completed are completed in accordance with the Contract and to the client's satisfaction
- Full participation in all aspects of enquiry and project processes including pre-qualification, estimating, design, contract negotiation, contract delivery and close out.
- Contributing to the ongoing development of the core competences of the Rail South Business Unit in order to increase the scope of business opportunity
- Proactive promotion of the Company and its capabilities to clients, including the development of an appropriate contact network.
- The identification of business development opportunities and ensuring that any such opportunities are communicated and proactively progressed in conjunction with the appropriate Business Development Executive/Director.
- The promotion of a continuous improvement culture and the use of best practice.

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Person Specification

Candidates must meet the following:

- Hold experience of a similar role within a contract environment (essential)
- Hold experience of working within the Rail sector (essential)
- Have had exposure to design and construct works
- Be able to demonstrate a customer focussed approach and experience of customer facing business development activities
- Be IT literate in MS Office applications

Educational/Professional Qualifications:

Degree in Civil Engineering

CSCS Requirements:

Black management

H&S Requirements:

Five Day Site Managers Safety Training Scheme or acceptable alternative (e.g. NEBOSH General Certificate).
NCCA, PTS

Any other requirements :