

CONTRACTS MANAGER JOB DESCRIPTION

West & West, an esteemed multi-award-winning electrical contracting company, seeks a passionate and results-driven Contracts Manager to join our exceptional team. With a steadfast commitment to excellence and a track record of delivering outstanding results, we seek an individual who shares our unwavering dedication to exceeding client expectations. As the Contracts Manager, you will play a pivotal role in driving the success of our projects by ensuring seamless execution, fostering collaboration, and maintaining the highest standards of quality. This is an exciting opportunity for a motivated professional who thrives in a fast-paced environment and possesses exemplary organisational and leadership skills. Join us on this exhilarating journey of innovation, growth, and the relentless pursuit of excellence in the electrical industry.

Applicants need to:

1. Have undertaken a recognised electrical apprenticeship, possess a current ECS Gold Card with a minimum grade of Approved Electrician
2. Have had at least 5 year's site experience running projects for Tier 2 & 1 main contractors.
3. Have a superior knowledge of current regulations (*for example BS7671, BS5839, BS5299*).
4. Read and understand drawings and specifications,
5. Have a full driving licence
6. Be conversant with Word, Excel and Outlook
7. Be self-motivated, reliable and conscientious
8. Be able to plan and organise your own work
9. Be able to work as part of and motivate team members
10. Be organised and organise others
11. Have a commercial awareness of each contract and assess variations, valuations and final accounts.
12. Understand and be conversant with contracts and obligations.
13. Have the ability to write a construction programme.
14. Qualifications and experience with being the company NICEIC Qualified supervisor.
15. Have a Health & Safety management qualification (SMSTS).
16. Have good communication skills with clients, projects team and site operatives.
17. Manage own diary and conduct activities economically and professionally.
18. Be ambitious, have a desire to progress and the drive to attain it

Other highly desirables;

- Testing Software experience
- Cypher 1 software experience
- Planning software experience.
- AutoCad Review/ Viewer software.

Main Role: Once we have been successful in tendering and the order has been placed, projects will become the responsibility of the Contracts Manager until completion. The Contracts Manager will report and be accountable to the managing Director.

Primary Duties will include but are not limited to:

Key Duties and Responsibilities:

1. Collaborate with the Project Director throughout the project lifecycle, conducting comprehensive site surveys prior to project commencement.
2. Liaise with West and West Limited's team members, site supervisors and project managers, providing guidance and support during project execution.
3. Maintain regular communication with the client's site agent and project manager, ensuring a strong working relationship and addressing any project-related concerns.
4. Implement and uphold best practices and regulatory compliance, generating project documents to support these efforts.
5. Oversee the development and updating of Risk Assessment and Method Statements (RAMS), ensuring adherence to safety protocols as the project progresses.

6. Ensure the site supervisor is fully informed about project details, including understanding drawings, specifications, and the Contractors' Proposal. Conduct weekly project inspections and produce reports.
7. Monitor and track project progress according to the client's agreed timetable, promptly reporting any delays or issues encountered on-site. Conduct monthly progress audits and proactively respond to emerging challenges.
8. Ensure adherence to quality and quantity standards, conducting performance reviews to maintain high-quality project delivery.
9. Address and rectify any defects or issues during the contract period, ensuring timely resolution and client satisfaction.
10. Obtain quotations from suppliers, and procure materials and labour required for seamless project progress. Negotiate with suppliers and manufacturers to secure the best deals.
11. Carry out project activities directly or delegate tasks to appropriate team members.
12. Attend project progress meetings with clients, documenting discussions and monitoring overall project advancement.
13. Visit the site on a weekly basis to track project changes, Variations of Scope (VOS), and associated costs.
14. Attend project progress meetings with the Director, providing updates on project status and addressing any concerns.
15. Compile record drawings, mark up the necessary information, and prepare Operation and Maintenance (O&M) Manuals upon project completion.
16. Ensure proper testing is conducted, certificates are completed accurately, and promptly submit them to the office for verification.
17. Assess and close out any nonconformities or defects for the defect rectification period.
18. Oversee on-site training of apprentices, ensuring their development and adherence to safety protocols.

Other duties will include but are not limited to:

- Procure and effectively manage plant and tools required for project execution.
- To ensure compliance, liaison with sub-contractors, obtaining quotes, placing orders, and conducting Health and Safety (H&S) audits.
- Review the performance of sub-contractors, addressing any issues or concerns promptly.
- Prepare and maintain the Health and Safety (H&S) file for on-site use, ensuring its continuous review and regulation adherence throughout the project's lifecycle.
- Prepare comprehensive handover and completion documentation, ensuring all necessary information and records are included.
- Complete regular reports and issue to directors.

Remuneration:

The salary will be £55,000 to £60,000 per annum, depending on experience.

The package includes:

- Company Car
- BUPA health insurance via the JIB scheme
- Pension via BlueSky Pensions
- 24 days annual leave plus Bank holidays

Aligned with our vision of expanding and growing our business, we are committed to providing career advancement opportunities within our company. This includes the potential for growth in various fields, such as estimating and design work. We value the professional development of our employees and encourage them to explore diverse roles and responsibilities to foster their career progression.

Applications should be in writing including your CV, outlining your strengths and how you feel your skills will fit this position.