

Job Description

Title of post:	Contracts Manager
Hours of work:	Full Time
Location:	53A Eden Road, Knockloughrim, Magherafelt, BT45 8PL
Reports to:	Director

Job Summary

The job holder will be responsible for managing projects within OBConstruction. You will be responsible for ensuring that all projects are consistently delivered in line with the project scope and agreed plans whilst ensuring effective communication/relationships between the customer and Project Management team members are maintained.

Key Duties/Responsibilities

The job holder must be able to:

1. Be responsible for the smooth running of projects, ensuring they are completed on time, within budget, and defect free
2. To purchase equipment and sub-contract services at the most advantageous rates
3. Carry out works to ensure full compliance within required standards and to client requirements
4. Review Tender Documents
5. Hold weekly project review meetings
6. To develop all project management documentation
7. Under NEC contracts, undertake project RFI's, Early Warnings and Compensation events
8. To assign, schedule, develop, review and monitor project work to ensure that progress is within expected programme and is completed within stipulated timeframes
9. To identify, track, monitor and communicate project-related issues, scope changes, variances and contingencies that may arise during the implementation of a project
10. To maintain effective communication and working relationships with customers and project team members.
11. To produce departmental reports
12. Prepare and deliver client handover files
13. To maintain current working knowledge of project management best practice whilst working within the companies ISO, Environmental and H & S Procedures.

General Requirements

The post holder will be required to:

Contracts Manager

1. Ensure the company's policy on equality of opportunity is promoted through his/her own actions
2. Co-operate fully with the implementation of the company's Health and Safety arrangements, reporting any accidents/incidents/equipment defects to his/her manager, and maintaining a clean, uncluttered and safe environment for customers, members of the public and staff.
3. Adhere at all times to all policies/codes of conduct, including for example:
 - Smoke Free policy
 - Alcohol & Drug Free Policy
 - Company Standards of attendance, appearance and behaviour
 - Fire Procedures
 - ISO:9001
 - Health & Safety at Work
4. This Job Description will be subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature may be assigned from time to time.
5. It is a standard condition that all staff may be required to serve at any location to meet the needs of service demand.

Personnel Specification

Title of post:	Contracts Manager
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ESSENTIAL CRITERIA – these are criteria all applicants MUST be able to demonstrate either at shortlisting or at interview stage. Applicants should therefore make it clear on their application form whether or not they meet these criteria. Failure to do so may result in you not being shortlisted.

Qualifications & Experience

1. Related 3rd Level Qualification OR minimum of 5 years' experience working in a similar role
2. Knowledge and experience working within the Construction Industry

Skills & Knowledge

3. Ability to work in a fast paced, highly competitive industry
4. Good organisational skills with an ability to prioritise workload
5. Good negotiation skills
6. Quality driven

DESIRABLE CRITERIA – these criteria are not necessary but would be beneficial to fulfil the duties of the post.

1. Be a team player
2. Be enthusiastic, confident and have a desire to succeed
3. Be persuasive & engaging
4. Have excellent written & oral communication
5. Good negotiating skills