

JOB DESCRIPTION

Contracts Manager

We are looking for a talented construction professional who is driven to achieve high standards, experienced and customer-focused. You may already be a contracts manager or looking for the next step in your construction career.

Job title: Contracts Manager

Type: Full-time

Location: East Anglia and South East

Salary: Competitive + Benefits

Key responsibilities

- Assist in key sub-contractor appointments, liaise closely with the commercial team and chair pre-start meetings.
- Populate procurement schedule with key dates in accordance with the contract programme.
- Produce and manage the contract programme and short-term updates using Microsoft Project.
- Produce Construction Phase H&S Plan in accordance with pre-construction information.
- Oversee and manage timely collation and approval of project RAMS.
- Manage the required design elements and consultants to ensure key milestones for delivery are met.
- Ensure all CVIs and RFIs are tracked and monitored.
- Oversee the daily roles and responsibilities of the site management team to ensure compliance.
- Monitor drawing changes and ensure formal issue to trades/consultants, as necessary.
- Manage all works and duties in accordance with the company operational procedures.
- Identify, report and resolve any specific project issues, challenges or problems.
- Assume overall project responsibility for Health and Safety and ensure others are meeting company and statutory standards.
- Assume overall responsibility for delivery and checking of quality.
- Chair monthly client site meetings and produce the principal contractor monthly report.
- Produce monthly major contract reports in agreed format for presentation to Construction Manager and Directors.
- Regular liaison with the Construction Manager/Director.

Key requirements

- 10+ years of construction experience is essential, including the role as a senior site manager, project manager or contracts manager.
- Experience of working on projects ranging from £2m to £8m over multiple sites.
- Design and Build experience is essential - includes the ability to manage the design process from contract award to completion of any defects.

- Experience of leading and implementing a broad range of construction projects, managing contracts and ensuring service performance.
- Experience of managing and leading project teams, including consultant services.
- A good understanding of modern construction techniques, including fit-out trades, structures and cladding systems.
- Excellent communication skills, self-motivated and customer-focused.
- An eye for detail and understanding the expected standards to be delivered and for quality checking.
- Commercial acumen and understanding.
- Must be numerate with good IT skills.

To apply for this role, please email your CV to careers@hcgroup.uk. Please also email us with any questions you may have. By sending your enquiry and CV, you agree to our privacy policy at hcgroup.uk/privacy-policy for the processing and care of your personal information.



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