

Job/Role Name Contracts Manager

Reports to Job Name	Director	Salary Range
Direct Reports	Project Manager, Operations Manager Others as required	

Role Definition

Efficiently and safely manage a business area/framework contract or programme of contracts/projects contributing to increasing profitability of Land & Water Services (LWS). Ensuring safe and effective delivery whilst managing the expectation & relationship of the Client and ensuring that business areas deliver against all defined objectives. In addition, undertake general management duties and contribute to the wider management of LWS.

Work in collaboration with all departments/areas of LWS, supply chain and stakeholders to ensure works are delivered to the highest possible standard with regard to quality, time, safety and value.

These is a critical senior management role that is focused on business area management

Purpose of Role

To manage the operation of Land and Water Services including overseeing the financial performance of all contracts and business operations.

Simultaneously oversee the delivery of multiple projects, including projects delivered under framework agreements as well as those won competitively. Ensure projects are completed under price, to prescribed timescales and required quality whilst effectively managing safety, environment and where appropriate heritage issues.

Significantly contribute to continuous improvement in business processes and construction standards, quality, safety and value across Land & Water Services.

Key Responsibilities

1. Client Management - providing key service to Clients and ensuring all systems and requirements are in place
2. Develop new business areas aligned to LWS strategic business plan
3. Establish and maintain partnership relationships, arrangements with key suppliers/consultants in order that LWS can establish its self as market leader in key strategic areas.
4. Performance management of direct reports
5. Work collaboratively across business areas ensuring that LWS as a business is successful
6. Maintaining a positive and productive working culture by creating a high performing team that fully aligns to the vision and values of LWS
7. Training and developing - identifying and providing training opportunities for both remedial and developmental purposes
8. Support project managers and commercial manager in the production of contract budgets, costs to complete and cash flow forecasts to enable real time decisions to be made for the commercial benefit of LAWS and the client

9. Contracts/project management – check & report performance and delivery of all projects under responsibility
10. Health & Safety - ensure all sites run to the highest possible safety standards in line with current legislation and regulation including training & records keeping for employees, sub-contractors, client, visitors and the general public, always looking at way to improve and stay ahead.
11. Take accountability for area of business and wider business management responsibilities as allocated by the board.
12. Leading by example, encouraging the team to take responsibility for safety of colleagues, themselves, and clients. Comply with LWS Health & Safety policy and defined standards and processes when managing and delivering projects, undertake risk assessments, report incidents, accidents and near misses where appropriate.
13. Responsible for directly supporting project managers, operation managers and others including the development of less experienced members of the team and assisting effective communication of relevant business issues
14. Identify and manage Key Performance Indicators (KPI's) for area of business
15. Accountable for the delivery of agreed GM and profit on business area, constantly challenge the way works are being delivered to ensure LWS maximise return at every opportunity.
16. Ensure compliance with CDM Regulations 2015) (or update thereof) and all environmental consents
17. Develop risk and opportunities register for area of business responsibility

Contract Managers level of decision making required

1. Manage business area (c£10m)
2. Using knowledge and experience make judgement regarding risk related issues and required action
3. Using knowledge and experience to make appropriate judgements regarding modifying the contract programme to deal with risks, opportunities and variances
4. Prioritise workload and competing elements and activities of multiple contracts to ensure delivery to timescales agreed
5. Judgement regarding upward referral of issues to directors for further guidance
6. Use knowledge and experience to motivate team
7. Use experience to deliver wider business objectives

Contract Managers experience and competence

1. Ambassador for LWS
2. Leader and motivator with can do attitude
3. Proven experience of managing framework contracts/multiple projects or contracts
4. Marine & Civil Engineering Experience
5. Degree (or equivalent) in a related engineering/construction discipline
6. Chartered membership of appropriate professional body (not essential)
7. Knowledge of all aspects of successful project & programme management
8. Experience of delivering wider business management objectives
9. Excellent commercial awareness and proven experience of delivering profitable works
10. Experience of risk and risk management
11. Proficient in the use of personal computer and business applications/software etc
12. Valid driving licence and willingness to travel throughout UK.

Critical role interfaces (not exclusively)

Directors, Finance Director, Commercial Manager, Estimating Manager, Contracts Managers, Site Managers, Procurement Manager and Resources Manager