

Contracts Manager - TES

Reporting to:	Managing Board
Responsible for:	Financial operational reporting of the Terraqua division of Land & Water Services Ltd. Site Delivery Teams, inclusive of Operations Managers, Site Managers, nursery and administration staff.
Main role:	To manage the operation of Terraqua Environmental Solutions including strategy, planning, budgeting and reporting financial performance.

Key Responsibilities:

People:

- Client management – providing key service to clients and ensuring all systems and requirements are in place; develop new relationships with clients at the earliest opportunity and maintain throughout and after project completion.
- Supplier management – sourcing, maintaining and developing relationships with suppliers.
- Promoting the Land & Water Group.
- Performance management of subordinates.
- Maintaining a positive and productive working culture by creating and maintaining a high performing team.
- Develop succession plans in line with the division and the staff's requirements.
- Training and development of the team as they and the division require.
- Project management – check planning, performance and delivery of TES work.
- Health & Safety – ensure all sites run to the highest possible safety standards in line with current legislation and regulations including training and record keeping for employees, sub-contractors, client, visitors and the general public; always looking at ways to improve and stay ahead.

Planet:

- Promote the ethos of the Land & Water Group and the image of Terraqua division.
- Ensure all environmental legislation is followed.
- Create innovative and sustainable new products and solutions to bring to the market in line with current & future environmental requirements.
- Consider environmental impact and sustainability with procurement decision.
- Ensure the environmental security of projects and sites especially the growing nurseries.

Profit:

- Create, deliver and manage budget.
- Grow and develop the division in line with strategy and targeted turnover.
- Manage overheads and cashflow to ensure the division operates from a financially viable position.
- Manage and control assets.
- Manage cost control in all aspects of the business and continually review.
- Manage the accurate and timely delivery of reporting and forecasting.
- Manage and report on commercial risk to the division.
- Quality control – continually review the quality of all projects and ensure that procedures are followed.
- Manage the estimating and quoting process and maintain monetary and operation responsibility for all projects throughout the life of the project.
- Undertake commercial estimating reviews prior to submission.
- Develop, produce and market new environmental products.

Behavioural:

- ***Passion & Excellence*** – pursue a positive, can-do attitude; being proactive and owning your work. Challenge the status quo and love what you do.
- ***Respect*** – be aware of your impact on others, value openness and carefully listen to the views of others. Respect your colleagues, self and environment. Look after the tools of your trade.
- ***Collaboration*** – work together as a team to achieve a common goal.
- ***Empathy*** – demonstrate a caring approach to your colleagues, customers and self.
- ***Honesty & Integrity*** – when something goes wrong, own it! Learn from mistakes and avoid it happening again.

Person Specification

Company Name: Terraqua Environmental Solutions (Land & Water Services)

Job Title: Divisional Business Manager

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Project planning and co-ordination of works. • Commercial experience of projects and budgeting. • Operational / commercial experience. • Appointed Person First Aid qualified. • SMSTS qualified. • CSCS / CPCS certified. • Temporary works supervisor. • HND / Degree in Engineering / civils / green bio engineering or quantity surveying or the equivalent experience. 	<ul style="list-style-type: none"> • Temporary works co-ordinator.
Attainments / competencies	<ul style="list-style-type: none"> • Programming and planning of works. • Pricing and estimating of work. • Presentation of bids and risk registers. • Commercial understanding of projects. • Comprehensive knowledge of forms of contract. • Understanding the requirements under CDM regulations. 	<ul style="list-style-type: none"> • Ability to monitor and advise on HSQE issues on site. • Knowledge of CDM requirements and HSAWA. • Understanding of temporary works and environmental legislation.
Previous experience	<ul style="list-style-type: none"> • Management of plant, labour, materials, resources and sub-contractors. • Client/customer facing role, managing customer relationships. 	<ul style="list-style-type: none"> • Significant project management experience.

	<ul style="list-style-type: none"> • Securing material sales and projects. • Cost controls and budgeting. • Team leadership. 	
Experience required	<ul style="list-style-type: none"> • Operational experience in managing environmental works and construction sites. • Pricing of work and tenders and presentation to clients. • Ability to effectively converse with and lead a team to deliver a successful project. • Client lead on projects. • Proven line management of team. • Understanding of product installation and use of erosion control materials. 	<ul style="list-style-type: none"> • Knowledge of aquatic and UK native plants. • Knowledge of marketing and social media.
Special aptitudes (e.g. oral or written skills, manual dexterity etc)	<ul style="list-style-type: none"> • Ability to liaise and converse with clients in a professional manner. • Excellent communication and people-management skills. • Good understanding and use of Excel, Outlook and Word. • Ability to manage several projects and clients simultaneously. 	<ul style="list-style-type: none"> • Presentations, bids and clear and concise. • Excellent communication skills. • PowerPoint. • Microsoft Project.
Physical abilities, circumstances, but only if a justifiable requirement.	<ul style="list-style-type: none"> • Able to carry out site investigation visits and be comfortable in and around ponds/lakes & watercourses. • Ability to travel and work in different geographic areas. • Willingness to get your hands dirty and feet wet • Valid driving licence. 	