

Sykes & Son Ltd

Job Description and Person Specification

Date Effective	
IMS Reference	MS/2023/SW
Job Title	Contracts Manager
Based	On Site
Reporting to	Head of Special Works
Direct Report(s)	Operatives
Working Relationships	Colleagues, clients, suppliers
Job Summary	To ensure all works are carried out to the standard required by the Company and the Client while adhering to all relevant legislation.

Sykes and Son Ltd are looking to recruit a Contracts Manager to join our Special Works business Stream which has experienced substantial growth and has exciting plans for future development in Passive Fire Protection.

The role will involve assisting the Head of Special Works in carrying out their day-to-day activities including duties such as contract administration, subcontract and material procurement, contract / subcontractor negotiation, cost value reconciliation, processing and agreeing client and subcontractor monthly valuations and final accounts. Providing leadership and the management for contract negotiations and ongoing arrangements - providing the technical expertise and knowledge on how to deliver best value from contracting procedures, terms, and conditions. The ideal candidate will be able to demonstrate previous working experience delivering multiple contracts simultaneously from £25k - £1m in Refurbishment, fit out and compliance works such as DDA, FRA and Fire Doors / Stopping **(Candidates that can demonstrate previous or current exposure to Passive fire Prevention works would be of exceptional interest)** – The candidate will be experienced in Contract Governance and Performance monitoring including data analysis.

The ideal applicant will be highly motivated, reliable individual who have good analytical and communication skills along with a keen eye for detail.

In return, we offer a highly competitive remuneration package (salary dependent on candidate) and a unique opportunity for professional and personal development. This is a great opportunity to join a establish Main Building Contractor steeped in tradition, heritage, and values.

Qualifications & Skills

- Attention to detail
- Excellent numeracy skills (Minimum GCSE Maths Grade 5 / C or equivalent)
- Excellent IT literacy skills (Minimum GCSE Grade 5 / C or equivalent) **be strong in the use of Microsoft Excel Essential.**
- Good communication skills (Minimum GCSE English Grade 5 / C or equivalent)
- Ability to work independently as well as part of a team
- Ability to work under pressure and to deadlines
- The successful candidate will be highly organised, confident and have a real focus on cost and quality.

Experience

- An experienced contracts manager able to demonstrate a track record of delivering multi-disciplined complex projects from design through to completion. General people management skills to support, mentor, and development team members. Ability to collect and interpret data and information effectively to establish the need, performance and KPI baselines. Excellent communication and relationship management skills with both internal teams and external partners, ability to influence and guide where necessary.
- The successful candidate will have completed a Building / Surveying related qualification. Experience within a Main Contractor environment would be advantageous but not essential.

Purpose of / Responsibilities of the role

- Establish financial management and control systems for contract execution.
- Lead and Support Quantity Surveyor, Contracts Managers, and surveyors in general delivery of contracts.
- Over-all responsibility for the running and managing of construction sites in London.
- Managing of all site management working on your assigned Projects.
- Assist in the development of the Project Management Plan and the provision of information and directions to all contractors.
- Send weekly progress reports on all jobs you are assigned to directly to your line manager, these must be in the format issued by your line manager and will include a summary on site safety, progress versus program along with a commercial update.
- Preparing and issuing of site monthly progress reports in the template issued by your line manager for all jobs through your site management teams.
- Working to the construction program issued by your line manager on each site you are over.
- Co-ordinate the activities of contractors.
- Overall responsibility for managing the applications for all incoming services on each job and setting up incoming services tracker for each job you are working on.
- Ensuring that all site managers are running sites as per safety management systems.
- Regularly monitor that site rules and other instructions are being complied with.
- Attend when required any meetings requested by your line manager.
- Over-see all design in conjunction with our design manager.
- Attend as required all planning meetings.
- Attend all design team meetings.
- Review on an ongoing basis the company Safety Management System on each site you are working on to ensure each site follows this system. Review all Method Statements and Risk Assessments on each site with the Project/Construction/Site Manager to ensure these are in place and signed off for all works before they start on site.
- Plan and maintain a tidy site.
- Implement arrangements with sub-contractors and other contractors on site to avoid any confusion about areas of responsibility.
- Assist and manage the Commercial team over each job you are working on to ensure each package placed meets your site requirements and that they are following and working to the agreed procurement programs on each job.
- Ensure that each Site Manager closes out the site Safety Audit on an ongoing basis.
- Ensure each Site Manager is briefed to their responsibilities in relation to Health & Safety on all your sites.

Excellent Remuneration and Benefits

- Leading pension scheme offering with generous contributions from Sykes.
- 25 days holiday
- Ongoing training and development and opportunities to help further your career.
- A comprehensive structured programme.
- Experience within a well-respected Established building company.
- Benefits supporting you, such as Cycle to work & Life assurance.
- Access to discounted private medical benefits

The successful candidate will have knowledge and experience in the following:

- Controlling and capturing costs
- Processing of Subcontractor orders
- Review and processing of subcontractor applications for payment
- Maintaining accurate cost and value records for the works, to present to management and support applications to the client
- An understanding of the contract and its application
- Ability to conduct effective negotiations with both the Client and Subcontractors
- An understanding of the principles of measurement of work items
- Experience of tender and procurement processes
- Experience of a variety of scheme works up to a value of £2m
- An understanding of health and safety requirements and documents
- The individual will gain as much experience as possible across Sykes and Son LTD, developing operational, commercial and leadership skills.

Essential:

- Good communication skills
- Fully computer literate with experience of using Microsoft Word, Outlook, and Excel. MS Project experience would be an advantage.
- Ability to use initiative and work without supervision at times.
- Confident and able to build a rapport with clients and colleagues alike

Competencies

Competence	Level				
	1 – not required	2 – rarely required	3 – sometimes required	4 – required most of the time	5 – required all the time
Leadership	1	2	3	4	5
People Management	1	2	3	4	5
Communicating	1	2	3	4	5
Resource Management	1	2	3	4	5
Performance and Results	1	2	3	4	5
Decision Making	1	2	3	4	5
Organisational and External Awareness	1	2	3	4	5

Additional Information

- A DBS check will be required
Hours - Monday to Friday 8:00am to 17:00pm
- Salary: £Competitive per year dependant on experience
- To apply please send your CV and a short cover letter - **please ensure your grades and qualifications are included in your CV for consideration.**
- Job Types: Full-time, Permanent

Personal Attributes/Aptitude/Skills

Personal attributes/aptitude and skills	Essential	Desirable
Qualifications		Trade qualifications
Education needed for this role		
Training needed for this role	SMSTS	First Aid Asbestos Awareness RAMs training CSCS
Experience needed for this role		At least 2 years exp running refurbishment and or restoration projects.
Personal attributes needed for this role	The candidate will need to be able to clearly communicate with site personnel, the professional team including the client.	
Aptitude needed for this role	Building successful working relationships with staff, tradespeople, and clients	
Skills needed for this role	Competence in Email and Microsoft Word Clear written and verbal communication skills, The ability to organise and prioritise work load	