

## **Job Description and Person Specification**

### **Job Title:**

M&E Contracts Manager – Mechanical Bias

### **Main Purpose of Job:**

Having overall responsibility for an allocated project or number of projects (subject to project values, programmes, and complexities), but also supporting a current team of Contract managers within a growing M&E Projects Business Stream, the M&E Contracts Manager reports directly to the Senior Operations Manager.

The M&E Contract Managers' purpose is to ensure designated projects are completed safely, within time and budget and that profitability and client satisfaction is maximised. They will co-ordinate and control the project to achieve effective and cost efficient completion and ensure all Health and Safety requirements are met and contractual obligations are fulfilled.

### **Relationships:**

- Reporting to:
  - Senior Operations Manager
- Responsible for:
  - All persons allocated to any designated project inclusive of supervision, operatives, and additional allocated support staff.
- Liaison with:
  - Supervisors, Operatives, sub-contractor teams, specialists, suppliers, Managers, Directors, Clients, and Customers.

### **Main Tasks of Job:**

The Contracts Manager will be based either at our Head Office or on site and will control all aspects from these locations. They will participate in all client/progress meetings and internal reporting

The key responsibilities would be to ensure the following areas are adequately resourced and managed: -

- Establishment and control of the site team(s)
- Supervision of drawing production and technical submittals.
- Selection of sub-contractors and suppliers with the Senior Operations Manager, other management colleagues and with Client approval.
- All aspects of Health and Safety supported by our QHSE Manager.
- Attending site meetings as required.
- Ensuring quality and quantity of materials, equipment and personnel are maintained at the correct levels for installing all services and executing the works in a timely manner.
- Supervision of the delivery and distribution of plant and major equipment.
- Carry out regular site inspections both in house and with Client/ Design team representatives to ensure correct quality of installation.
- Ensuring effective planning and provision for the commissioning process.

- Liaise with Client/Design team representatives.

Planning and logistical considerations will be paramount to the successful execution of all projects. For this reason one of the primary functions of the Project Manager will be to liaise with the Client to ensure the most effective sequencing and thorough information flow.

These activities will include: -

- Detailed Planning of Pre-Installation Activities.
- Compiling of Contract Programmes.
- Sequencing and monitoring plant and equipment deliveries.
- Planning of Sub-Contract and Specialist activities.
- Monitoring Contract Programmes.
- Process/action of Progress Reports, RAMS/CPPs and all associated and relevant documentation.

The Contracts Manager would be responsible for the effective cost control for the project and will manage the following (this would be supported by the project QS on projects of sufficient value): -

#### Setting up Contracts

- Contract Documentation
- Tender Appraisal
- Valuation Format
- Expenditure/Cash Flow Charts

#### Contract Administration

- Interim Applications
- Budgeting/Commercial experience
- Interim Statements/Costs Plans
- Sub-Contracts/Major Suppliers Administration
- Progress/Targets Appraisals
- Formal Notifications
- Financial Reporting (internal)

In summary the candidate is required to have:

- 5 years minimum project management experience
- Solid background with a reputable, industry recognised M&E contracting business.
- Good commercial acumen/estimating skills.
- Good design and technical capabilities
- A personable approach and be client facing.

#### **Benefits**



- Salary depending on experience.
- 25 days annual leave, plus bank holidays
- Additional earnings available through enhanced overtime rates
- Smartphone, tools, uniform, PPE

#### **Essential**

- Strong communication skills and work ethic
- Awareness and knowledge of health and safety

#### **Other Benefits**

- Life Assurance
- Refer a friend reward scheme.
- Cycle to Work Scheme
- Pension