

Title of Position:	Contracts Manager - Building
Based at:	Central London – Head Office
Reporting to:	Senior Commercial Manager – Building
Direct Report(s)	Operatives
Working Relationships:	Colleagues, Clients & Suppliers
Job Summary:	To ensure that projects are managed efficiently and completed to timescales, correctly using all relevant resources including people.

About Us

Established in 1759, Sykes & Son Limited is the UK’s oldest independent building contractor. Trading for over 260 years, Sykes has evolved from a small specialist contractor – a glazier, plumber, decorator, and small builder – into a medium sized, multi-discipline contractor with an annual turnover of £30m.

The company has three main workstreams: Building, Mechanical & Electrical and Maintenance. This diversity of self-delivered services allows us to offer a “one stop shop” solution to our clients. Furthermore, we have the flexibility to carry out minor works through to multi-million-pound projects.

We are incredibly proud of the part that we have played in restoring, building, refurbishing, and maintaining our capital’s heritage over the years. From royal palaces to world renowned museums, galleries, and universities, we continue to forge long-term working relationships at London’s finest buildings.

Key Responsibilities and Accountabilities

- Develop plans for projects as per client requirements.
- Place orders with subcontractors and suppliers for materials to meet program requirements.
- Develop a Health and Safety and/or Environmental plan with the QHSE Coordinator and monitor throughout the program.
- Regularly oversee progress and quality through site visits both planned and ad hoc.
- Liaise with project Surveyor to ensure target profit reached and exceeded.
- Attend regular progress meetings with the client.
- Attend ad hoc meetings with stakeholders as required.
- Ensure that all contract administration is correctly recorded, implemented and stored.

- On completion ensure that a smooth handover is achieved and completion of all necessary handover paperwork completed.
- Make recommendations to Estimator on issues regarding forthcoming tenders.
- Meet clients to discuss possible works.
- Manage team to ensure they are working to optimum levels on all projects.
- Attend project interviews as required by Line Manager.

Competencies	Level 1 – not required. 2 – rarely required 3 – sometimes required 4 – required most of the time 5 – required all the time				
	1	2	3	4	5
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

Personal Attributes/Aptitudes and Skills	Essential	Desirable
Qualifications	- HND in Building Studies Level 4	- Building Studies BSc (Hons) - Membership of CIOB
Education needed for this role	- College Level	- University Level
Experience needed for this role	- Minimum 10 years managing contracts in a construction environment	
Personal attributes needed for this role	- Motivated - Enthusiastic - Works well under pressure - Able to multitask. - Able to work on own initiative.	

	- Able to plan and prioritise	
Aptitude needed for this role	- Excellent numerical and Literacy skills - Excellent customer Service skills - Excellent Management skills	
Skills needed for this role	- Financial skills - Project Management skills - Commercial approach - Able to physically carry out role e.g. climb ladders etc.	

Benefits

- Life Assurance
- 25 days annual leave plus bank holidays
- People's Pension Scheme (EE 5%, ER 3%)
- Cycle to Work Scheme
- Access To Mental Health First Aider
- Refer a Friend to Work Scheme
- Discretionary Bonus
- Professional Development
- Occupational Health Support
- Employee Assistance Program
- Payment for Professional Subscription
- Private Medical Health Insurance
- Medicash

If interested, please email your CV to careers@sykes1759.co.uk