

SENIOR CONTRACTS MANAGER



We are currently seeking an experienced Senior Contracts Manager.

Key Responsibilities:

Programme planning

- Plan projects and ensure they are programmed to a level of detail necessary for the site team to deliver the scheme without delays
- Ensure procurement and reconciliation of materials is carried out in accordance with Company procedures to best value and to prevent delays
- Ensure site team compliance with Company commercial policies and procedures
- Attend tender handover meetings and deliver pre-start meetings to the site team
- Ensure a commercial plan and end of life forecast is in place and monitored monthly for the successful commercial delivery of the project
- Produce and analyse progress reports, updated costs and forecasts
- Ensure correct commercial engagement of subcontractors
- Implement the risk management process, review risk registers and check risk controls
- Review the CVRs monthly with the project teams, implementing necessary actions
- Complete and distribute the Contract Initiation/Completion form for each project Ensure weekly review of progress, budget resources and forward planning are carried out, and look-ahead programmes are in place
- Chair and attend internal and external meetings and ensure the production of accurate records of any discussions and actions
- Ensure timely management of both temporary and permanent design to meet the requirements of each project

Health, safety and environmental

- By example, set the highest possible standards of leadership in promotion of Health Safety & Environment procedures and best practice, ensuring compliance with Company procedures and legal obligations
- Allocate HS&E responsibilities and duties for site personnel, check understanding and provide training as necessary
- Maintain and manage construction sites and subcontractors, ensuring all subcontractors follow group procedures and processes
- Oversee and ensure that HSE-related documents are kept up to date and undertake senior manager site inspections, ensuring that audits and reports are produced, liaising with the necessary parties
- Liaise with third parties to ensure compliance with HAUC, NRSWA and Chapter 8 and other required regulatory standards

Quality

- Ensure that inspection and test plan are produced
- Ensure that the QA File is produced and maintained
- Establish and promote best practice

Customer relations

- Build and maintain relationships with both the client and external customers Chair and lead meetings with the customer and report on progress to date
- Ensure that works are carried out in a manner which minimises community impact

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Key Measures and Targets

- Adherence to all deadlines set and Business Unit objectives
- Ensure final accounts are completed within three months of construction completion
Monthly and weekly reporting timescales are met
- Ensure KPI measures are met
- Deliver projects without safety incidents, within time and to budget

Key Relationships

- Operation Director
- Site teams
- Subcontractors and suppliers
- Clients and stakeholders

Person Specification:

Essential

- Extensive experience of managing projects within a civils/water environment
- Good working knowledge of contract conditions, CDM regulations, design management, programme and risk management and cost control including forecasting, actual cost and value reporting
- Experience of MS project
- Knowledge of the NEC contract including the Early Warning and Compensation Event mechanisms.
- Educated as a minimum to HNC/HND/Degree level (or equivalent)
- SMSTS
- CSCS card
- Ability to commute to Dublin (County Dublin) - reliably commute or plan to relocate before starting work is essential
- Experience of Pre-Qualification and Tendering process for a number of multi-discipline projects
- Excellent people management skills with the ability to influence and mentor
- Excellent verbal and written communication skills, with both customers and all levels of staff
- Problem solving skills and analytical thinking

Desirable

- CEng MICE or equivalent
- NEBOSH construction certificate
- Experience of using P6 software

Experience

- 5+ years of contract management experience