

## Contracts Manager (Brighton / Surrey)

### *JOB DESCRIPTION*

Westridge is a forward looking construction company based in Bodiam, East Sussex, with regional offices in Hove, Ashford and Surrey. We carry out projects throughout the South East and are planning to expand our operations to in excess of £60m over the next few years. Due to this continued growth we are looking for a Contracts Manager to join our team.

Reporting to the Construction Director, you will be responsible for successfully leading projects (usually between 3-6 depending on size and complexity) in collaboration with all disciplines within the business. The desired result is to produce good quality products on schedule, safely and profitably, resulting in satisfied clients.

#### **Your duties will include but are not limited to the following:**

- To provide the Board with regular project performance reports
- To achieve the net profit agreed
- To work within the timeframes scheduled in order to achieve the agreed cash flow
- Provide information for inclusion within tender submissions
- Attend tender adjudications
- Understand and deliver contracts within the agreed contract conditions
- To sustain the Company's reputation with its existing client base
- To recognise and develop business growth opportunities with both existing and new clients
- Line management of Site Managers. Providing leadership, direction and guidance, ensuring training needs are met
- To provide a link and share knowledge between office and site staff
- To ensure that the management of the various processes involved in running the Contracts comply with all Westridge policies and procedures
- To ensure diligent pre-contract planning is carried out
- To liaise with materials and sub-contract procurement teams and labour manager to ensure the correct resources are available
- To prepare internal and external progress reports
- Planning of the works in conjunction with the site team
- Direction of resources including both direct and sub-contract labour
- Establish and implement safe and proper working practices
- To interpret and implement company style and ethos
- Set realistic targets and monitor progress against them to ensure projects are completed on time

#### **Qualifications required**

- Construction related Higher National Certificate, Degree or equivalent
- CIOB
- Previous contracts management experience of at least 5 years

## **Knowledge, Skills and Experience Required**

- Results driven
- Excellent planning, organisational & prioritisation skills
- Good at problem solving & decision making
- Excellent Interpersonal Skills
- Customer Focused
- Knowledge of building, material components, building regulations and H&S
- Management skills – programming, planning and multi-tasking
- Microsoft Office
- Knowledge of contractual procedures and responsibilities
- Good negotiation, influencing and communication skills; well-spoken, articulate and personable; able to get on with diverse personalities
- Strong analytical, numerical, literacy and reasoning abilities
- Good attention to detail
- Confident, resourceful and practical
- Maintains a professional, consistent and fair approach
- Self-motivated with the ability to work alone or within a team
- Ability to motivate and manage staff
- Driving license holder with own car
- Personal commitment to equality and diversity

## **Conditions and Package:**

### Salary

- Competitive, based on skills and experience

### Holiday

- 23 days holiday plus Bank Holidays, part of this allowance will be taken during the Building Industry shutdown (Christmas to New Year)
- Additional winter days accrued at 1 day for every two full calendar years service, to a maximum of 5 extra days

### Pension

- Workplace Pension Scheme

### Health Cash Plan

- Applicable after 1yrs service

### Private Medical Insurance

- Applicable after 2yrs service

***We are an Equal Opportunities Employer***