

Job Code: 92 **Contracts Manager**

Reporting to: Operations Manager

Purpose: Accountable for all on site activities in their area

Achieving Results

- Organisation and control of Site Teams
- Quality control
- Cost control
- Safety performance
- Pre-contract planning
- Monitoring production levels and instigating necessary action
- Post contract road and sewer adoptions

Managing the Process

- Leading and motivating Site Managers, and Site Teams including direct operatives and apprentices.
- Ensuring that all site operations are carried out within agreed budgets.
- Monitor safety performance and implement any required remedial measures.
- Ensure that pre-start planning is thorough and practical.
- Monitor production levels and instigate any necessary measures to achieve programme targets.
- Ensure that roads and sewers are adopted and bonds cancelled as early as possible.
- Health and Safety - All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy.
- Equality & Diversity - All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory.

Serving the Customer (Internal and External)

Delivering Quality

- Ensuring implementation of company quality procedures including final inspections prior to handover.

Managing People

Monitor and Feedback on Performance

- Carry out annual and interim Performance & Development Reviews
- Control attendance

Comply with Lovell Policy and Employment Legislations, relating to;

- Recruitment
- Induction
- Discipline & Grievance
- Health, Safety and Welfare
- Absence Management

Regularly Communicate

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Give and Receive Feedback

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Support Learning and Development

- Support staff to enable development in line with their PDP
- Encourage progression towards full professional membership, where appropriate

Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Planning and programming			
Detailed knowledge of NHBC Regulations			
Detailed knowledge of Building Regulations			
Knowledge of good trade practice			
Knowledge of road and sewer construction			
Knowledge of Health & Safety Regulations			
Microsoft Word			
Microsoft Excel			
Microsoft Outlook			
PowerProject			

Training Matrix

A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site in INSITE. Full course descriptions explaining the content of these courses are also available on INSITE.