

# come and work with us



## **Contracts Manager**

### **The Role:**

Responsibilities of the Contracts manager include the financial monitoring and control of the contracts, ensuring Health, Safety, Environmental and Quality compliance is maintained and the Company's procedures and objectives are achieved.

### **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 register 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 lookahead 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 HS&E 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 Barhale's 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 ITPs are produced

Ensure that the QA File is produced and maintained

Establish and promote best practice

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## **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

## **Key measures & 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 3 Pillar KPI measures are met  
Deliver projects without safety incidents, within time and to budget

## **Key relationships:**

Regional Manager  
Site teams  
Subcontractors and suppliers  
Clients and stakeholders

## **Person Specification:**

The successful candidate is likely to meet all of the following criteria:

### **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  
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

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## Benefits:

As well as offering a competitive salary, remuneration for this role includes flexible benefits, which provides a range of guaranteed benefits including but not limited to:

- Company car/car allowance
- 5% Company pension contribution
- Life Assurance at 2 x notional salary
- Single persons private medical cover
- Permanent Health Cover

## About Barhale:

Barhale is one of the largest privately owned infrastructure specialists in the UK and was originally formed in 1980 as a specialist tunnelling contractor diversifying over the years into various civil engineering areas. Barhale works UK-wide across the water, transport, energy and developer services sectors providing design, construction and maintenance services under long-term contracts, with blue-chip public, regulated and private clients. The company employs over 600 people in the UK, has an annual turnover of £120m and a distinctive set of values that are fundamental to our approach to business sustainability.

Our business activity is carried out for the following principal sectors:

**Water:** Civil Engineering, Tunnelling, Pipelines and Utilities

**Transport:** Rail, Aviation, Waterways, Highways and Bridges

**Energy:** Power Generation, Power Transmission and Distribution, Waste

**Developer Services:** Civil Engineering across private sector developers UK wide

**Specialist Businesses:** Tunnelling, Mechanical and Electrical and Barhale Construction Services (BCS Group)

## How to apply:

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to [careers@barhale.co.uk](mailto:careers@barhale.co.uk).

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.