



Office & Contract Administrator

The Role:

The Office & Contract Administrator will be a key team member of the administration team and will provide an efficient and effective administration service to project teams by ensuring client contractual information is accurate and up to date for reporting purposes.

The post holder will be instrumental in ensuring all regional administration in relation to Streetworks, operational training, fleet operations and all data collection requirements are dealt with and actioned in a timely and effective manner.

This is a challenging role but also rewarding with the opportunity to play a key role in supporting Barhale with its portfolio of Works.

Key Responsibilities:

- Liaising closely with the project teams, to provide a high level of administration support relevant to client contracts.
- Data collection and analysis for monthly performance reporting requirements.
- Ensure the central filing system for all Projects is utilised and maintained up to date.
- Provide support and input into company KPIs.
- Ensure the administration tasks are carried out effectively and efficiently to support the project teams in their project and programme planning responsibilities
- Provide administration support as and when required to support the regions in progressing meetings
- Assist with Streetworks requirements, maintaining up-to-date and accurate schedules of works.
- Maintain awareness of Streetworks commitments and undertakings and support efforts to manage the requirements to avoid breaches of legislation and compliance.
- Support the regional teams in meeting operational training requirements including managing requests, expiries, and new starters' training needs.
- Maintain registers of training requests, bookings made, and updating the Operations teams on staff whereabouts.
- Produce weekly reports.
- Produce data for site teams to enable them to complete their competency files.
- Maintain the register of commercial vehicles operating in the region, to ensure vehicle details, transfer, off-hires, and new drivers are captured.
- Ensure all commercial vehicle drivers have received their driver Inductions and health tests.
- Monitor submission of weekly vehicle checks, liaising with the Fleet department to close out defects.
- Support the maintenance of our Fleet Operation Recognition Scheme (FORS) accreditation by liaising with our external practitioner to ensure all records are to audit standard.
- Assist with record keeping, as required.
- Provide cover for Hotel and Travel bookings, ordering of office supplies, facilities check, etc.
- Assist with the management of the daily tasks within the office environment.

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- All other duties necessary for the successful completion of a project alongside the Project team.

Key Measures & Targets:

- Support the team in achieving Barhale monthly and weekly reporting milestones.
- Contract milestones are achieved.
- Adherence to Business objectives.
- Support with delivery of regional 3 Pillar KPIs.
- Streetworks permits and associated permissions are in place, to ensure compliance.
- Assist with meeting training requirements targets.
- Vehicle and driver records are up to date.
- Current and future FORs accreditation is maintained and achieved.

Key Relationships:

- Project team members and support departments
- Current and potential clients
- Customers and stakeholders
- Regional Operations Team
- Barhale Training department
- BCS Fleet department

Person Specification:

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

Essential

- Excellent communication skills.
- Good working knowledge of the Microsoft suite of packages.
- Experience working in a busy office environment.
- Experience in dealing with a high volume of administration.
- Ability to work to strict deadlines under pressure.
- Excellent organisational skills.
- Excellent numeracy.
- High attention to quality, detail and accuracy.
- Ability to liaise confidently with all employees at all levels and external stakeholders.
- Approachable with an excellent teamwork attitude.
- The appropriate candidate will be assertive and can work under their own initiative with a desire to manage and complete tasks in an efficient and effective manner.

Desirable

- Knowledge of the built environment ideally Civil Engineering
- Worked in a similar position within your career

Benefits:

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

- 5% Company pension contribution

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- Life Assurance at 2 x notional salary
- Single person's private medical cover
- Permanent Health Cover

About Barhale:

Barhale is one of the largest privately-owned civil engineering and infrastructure specialists with 40 years of experience working UK-wide across the water, transport, built environment and energy sectors. Founded by our Chairman, Dennis Curran in 1980, the group was originally set up as a specialist tunnelling contractor. While we retain our tunnelling roots, repeated success in several construction industry sectors has enabled us to expand our skillset and become one of the largest privately-owned infrastructure specialists in the UK.

What we do

We provide design, construction, and maintenance services to the following sectors.

- Water
- Transport
- Energy
- Built Environment

We also possess a range of specialist skills to support our civil engineering and infrastructure activities including

- Tunnelling
- MEICA capabilities
- In-house design
- A steel-fabrication and supply subsidiary (BCS Group)

Who we are?

Barhale operates as a tier-1 partner for blue-chip, regulated, and private clients. We work as part of large frameworks, joint ventures, and alliances and on individual projects developing long-standing relationships based on Trust, Integrity, and Pride.

Our People

We employ a direct workforce of over 800 employees nationwide. We recognise that our business is only as good as the people we employ, which is why we value them so highly and invest in regular training and development, utilising our dedicated training facility in Walsall.

How to apply:

careers@barhale.co.uk