

Job Capsule Supplementary Information: Contract Manager

This supplementary information for Contract Manager is for guidance and must be used in conjunction with the Job Capsule for Job Family Buildings and Structures Job Zone 2 Level 4

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

To specify, manage and control routine and pre-designed large scale planned works projects. Making sure that the contractor delivers to a high standard of quality and that time and cost is managed from inspection through to approval of payment. From time to time, under the supervision of the line manager, there will be opportunities to gain knowledge and experience of progressing more complex works.

Example outcomes or objectives that this role will deliver:

(Approx. six to eight key statements)

- Manage allocated projects from inception to completion
- Undertake in work and post inspection accurately recording findings
- Meet with residents intending to carry out alterations to their home to assess and advise Housing Management
- Manage fire damage / Structural / insurance cases including liaison with Insurance team and loss adjusters
- Manage Party wall works including liaison with adjoining owners
- Corporate duties, reply to routing correspondence relating to projects – work with Councillors and other stakeholders

People Management Responsibilities:

None

Relationships;

Reports to Team Manager (Planned Works)

Will be required to work with internal trade staff, framework contractors and consult

Work Environment:

Primarily outdoors undertaking inspections but with some office times for admin.

Technical Knowledge and Experience:

- Building / Building Services Pathology
- Construction technology and Environmental Services
- Contract Administration
- Design and Specification
- Legal & Regulatory Compliance and management of Health & Safety
- Commercial Management /Financial Control/Budget Management
- Option Appraisal & Procurement
- Risk Management
- Information Management/Records Keeping
- Works progress & Quality Management
- Knowledge of project administration, planning, audit and evaluation
- Proven experience of delivery of responsive repairs and/or planned works on time to high quality standards within budget.
- Experience of liaison with residents, and managing contractors and a range of stakeholders in relation to construction activities.
- Experience of ensuring that construction works are carried out in compliance with building regulations, health and safety, leasehold issues, party wall and landlords statutory obligations.
- Experience of specifying/identifying works in preparation for ordering and monitoring and checking works on completion.
- Experience of report writing and use of IT to present and communicate issues.
- Experience of resolving disputes within a construction environment especially in relation to contractors and residents
- Proven experience in the delivery of large scale electrical/mechanical planned preventative maintenance and repair programmes on time, to a high standard and within budget requirements.
- Experience of fault trending analysis for maintenance and repair programmes
- Experience of risk and budget management

Membership of RICS or CIOB is desirable

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

Structure Chart – please insert or attach an up to date structure chart showing this role

