**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:**

*(one or two sentences that describe what this job is about)*

*Contract Manager in a busy team undertaking inspections, contract and project management on larger reactive repairs or ad hoc work.*

**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:**

*(Number of reports, nature of management responsibility)*

*None*

**Relationships;**

*(Nature of relationships and partnerships e.g. internal, external, and level)*

Reports to Team Manager (major repairs)

Will be required to work with internal trade staff, partner contractors and consultants.

**Work Environment:**

*(Describe the work environment e.g. office based, outdoors etc.)*

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

**Technical Knowledge and Experience:**

**(***E.g. qualifications that are essential for the role and / or examples of the experience role holders would be expected to have in order to succeed in the role)*

* 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 highly desirable

**Camden Core Behaviours – identify the level relevant to role for the 5 Camden core behaviours:**

*(Refer to Camden Behaviour framework)*

* Adaptability – Level 2
* Customer Service – Level 3
* Driving Improvement – Level 2
* Working Together – Level 2

**Camden Additional Behaviours – identify one or two relevant additional behaviours with the appropriate level for this role:**

*(Refer to Camden Behaviour framework)*

* Analysis & Judgement - Level 2
* Confidence and Resilience – Level 2

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