



Brackmore

Job Description

Title	Senior Contracts Manager/ Contracts Manager
Reporting to	Head of Sales and Commercial
Salary	Negotiable
Role	Full Time, Permanent 37.5hrs p/w - You may be required to work additional hours & weekends at times
Location	Bilston, Hybrid on site
Benefits	Pension scheme, Cycle to Work scheme, Occupational Health scheme, Private Health Care scheme, Bonus eligibility, Life Assurance, Training, 25 days Annual Leave plus Bank Hols. Company car.

Job Overview This role forms part of the Services Department of Brackmore (Varley & Gulliver Parapets), the UK's premier manufacturer of both steel and aluminium bridge parapets to the civil engineering industry for over 35 years.

The core responsibility is to oversee projects from inception to completion ensuring that the projects are completed on time and within budget. Health and safety are top priority and delivery to client expectations, within the contract requirements.

Purpose of the Role:

- *Manage multiple live projects at one time through the full lifecycle from internal handover to final account closure*
- *Attend and chair contract start up meetings and take responsibility for the projects allocated*
- *Prepare and submit Risk Assessments and Method Statements in line with company procedure and ensure exemplar levels of Health and Safety are maintained and always promoted*
- *Represent the division in project communication matters with the client*
- *Ensure that contract programmes are drafted, submitted and agreed with clients in accordance with contractual obligations*
- *Liaise with internal teams to identify potential changes or delays, ensuring project risks, programme impacts, and associated costs are communicated and managed effectively*
- *Prepare and issue all contractual notices, instructions and directions together with general correspondence, as required by the relevant contract and under the guidance of the Commercial Manager*
- *Provide all progress monitoring reports as directed by the Commercial Manager*
- *Implement and control all Quality Assurance and Health and Safety procedures in respect of projects, whether through internal or external systems*
- *Gain all site related sign off and sectional approvals from the client construction team*
- *Implementing and compiling all quality control documentation for As Built purposes & compiling the project file i.e., Install products as directed by the shift Supervisor.*
- *Ensure adherence and compliance with company procedures and related legislation / standards*
- *Understand the implications of health and safety regulations and developments thereof*
- *Maintain and develop relationships with existing customers in person and via telephone calls and emails*
- *Communicate with a range of people including the client, subcontractors, suppliers, the public and the workforce*
- *Develop relationships with clients*
- *Deliver projects successfully to ensure Brackmore's reputation is enhanced which in turn will result in repeat business from clients*
- *Contribute to pre-tender risk and opportunity meetings in conjunction with Commercial, Production Planning and Design teams, sharing lessons learned for continuous improvement*
- *Contribute to process improvements within the business*
- *UK Travel and site visits will be required to suit project requirements*
- *Candidate must have the capabilities to self-develop and identify areas of formal training requirements. The position requires a well-rounded individual who can work along and integrate with a team where required*
- *The candidate must be capable of making informed decisions and present them to senior management as and when required*



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Person Specification

Detailed below are the types of qualifications, experience, skills, and knowledge which are required.

The Essential column shows the minimum essential requirements for the post.

The Desirable column shows additional attributes which would enable the applicant to perform the role more effectively with little or no training. They are not essential but may be used to distinguish between applicants.

The Category column indicates the method of assessment:

V = CV

I = Interview

C = Certificate

T = Test

R = Reference

	Essential	Desirable	Category
Qualifications			
CSCS Black Card	X		
NEBOSH Construction		x	
HNC or Trade Qualification		x	
Experience			
5 + Years in Construction Industry	X		
Highways Civil Engineering experience	X		
Knowledge			
Construction Industry	X		
NEC Contracts	X		
Civil Engineering Manufacturing		X	
Project Management	X		
Microsoft Office		x	
Skills			
Ability to influence and communicate with colleagues and external staff			
Relevant Training			
Set Deadlines			
Additional Attributes			
Achieve success in the role	X		
Ability to prioritise tasks, work to, and set deadlines and function effectively under pressure with competing demands	X		
Ability to maintain records to high level of accuracy and proactively seek information to enable completion	x		
Excellent attention to detail	x		
Additional Attributes			
Ability to multitask, set own priorities and be flexible to changing needs of the business	x		

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous and provide a welcoming environment to visitors and telephone callers.

The Operating Unit will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This document outlines the duties required at the time of employment, although it is not a comprehensive or exhaustive list.

This job description is current at the date shown, but in consultation with you, may be changed by the Line Manager to reflect or anticipate changes in the job commensurate with the grade and job title.

This employer undertakes a range of pre-employment checks including right to work qualification, references, etc.

Brackmore are committed to promoting equality, valuing diversity, and working inclusively, we uphold the principles in our behaviour and working practices - we are committed to providing equality of opportunity in all areas as an employer, whether in recruitment and selection, promotion or training and development. As we grow, we understand that we must have the most talented employees with diverse backgrounds, cultures, perspectives, and experiences to support our innovation and creativity.

Name:

Signature: