

Role title	CONTRACTS MANAGER/SENIOR QS ROLE
Section	ENWCML OPERATIONS
Directorate	ENWCML/DSO
Reports to	ENGINEERING MANAGER
Date	2.2.23
Leadership Level	Na
Grade	ENW3
Salary	£54K - £63K
Hours	37
In Budget	Yes
Sized	Yes

Electricity North West (Construction & Maintenance) Limited (ENWCML), is a specialist power engineering company delivering electrical engineering solutions for businesses and public-sector organisations in the North West.

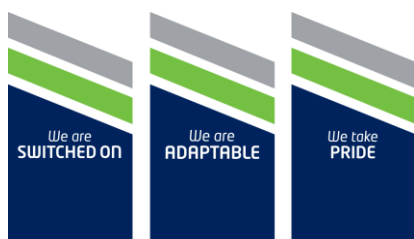
ENWCML specialise in providing energy solutions for customers' privately-owned assets; from safe systems of work, design, construction and maintenance to energy efficient solutions and the latest innovative technologies

We have an opportunity for a Contracts Manager with an advanced background in engineering and utilities construction contract management & dispute resolution to join the engineering delivery team based from Blackburn/Middlesbrough. You should have a proven track record and expert knowledge of the standard construction industry contracts such as; MF/1, NEC 3 or 4 and/or JCT Design and Build).

As the Contracts Manager you will have experience, knowledge and detailed understanding of commercial contracts and customer relationships.

You will have responsibility for managing your Customer in terms of communication, relationship, variations, progress reporting. You will take ownership of and proactively seek resolution of all issues on Customer's projects including discussions and negotiations with the Customer and our supply chain.

Ultimately you lead on the preparation of the pre/post tender and commercial contract documents for Civil and Electrical engineering works, including bills of quantities, and undertake cost analysis, along with assisting in establishing a client's requirements.



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Role profile

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In return we will offer you a competitive starting salary, bonus earning potential of up to 7.5% of your base salary, 26 days holiday plus bank holidays, membership of a defined contribution pension scheme with employer contributions of up to 14% and a range of flexible benefits including opportunities for agile working.

Purpose of the role

Act as a Contracts Manager that provides a first-class service and delivers against the businesses construction programme you will be responsible and accountable for the commercial delivery of medium and large complex construction projects on private distribution and generation electricity networks.

Knowledge, Skills and Experience

- Higher National / bachelor's degree (essential).
- Certified as an Incorporated/Chartered Surveyor (essential).
- A minimum of 15 years' experience or a trade background with construction management experience (essential).
- ECA and/or CSCS management card (preferred)
- Proven experience in controlling sub-contractors on site and commercial performance (essential)
- Holds a commercial working knowledge and experience in using ALL of the standard industry construction contracts such as; MF/1, NEC 3 or 4 and/or JCT Design and Build (essential).
- Hold a full, valid UK driving licence (essential)
- Association of Project Management PMQ or Prince 2 qualified (preferable)
- Have previous experience in sourcing and supporting land surveys, ground investigation works, planning and building consents (desirable)
- Have knowledge and an appreciation of electricity and gas network assets and construction procedures (desirable)

Principal responsibilities of the role

Customer

- Responsibility for engaging and improving existing and future customer relationships, making every effort to grow the business.
- Be the key point of contact for the Customer, providing a high level of expert commercial support for both current and future potential projects.
- Continually seek opportunities for both increased customer satisfaction and commercial overall growth ensuring we build, maintain and sustain these effective relationships with customers.
- Act as a ambassador for the business and the customer when engaging with third party organisations, and in networking events, advocating the company Purpose and Principles.



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Commercial Management

- To ensure excellent service by engaging with the Customer, providing regular progress reports, cashflow forecasts, issuing relevant contractual notices and ensuring delivery on time.
- To liaise, guide and advise with your customers and our design engineers to develop and expand outline project performance specifications.
- Helping to develop a supply chain of external design, specialist engineering consultants & quantity surveyors available to provide work packages under sub-contractor.
- Ensure project costs and programmes are controlled and provide progress report to your line manager , and/or company directors.
- The businesses subject matter expert in one or more industry standard construction contracts.
- The purchasing of large plant items, materials and equipment (including developing tender strategy).
- The sub-contracting of various of elements of work (including developing tender strategy).
- Budget ownership ensuring contract variations and change is controlled and actioned in timely manner.
- Deliver on time, to budget, maximising profit wherever possible ensuring compliance with all commercial obligations.

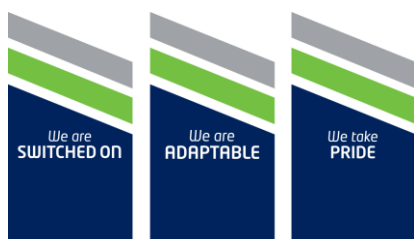
People

- Manage own development, ensuring, continuous technical and behavioural improvement.
- To provide professional and input to designated projects, and to the rest of the Engineering team.
- To provide direct line management and/or step-in for the Business's Engineering Manager.

Behaviours

You should be able to demonstrate the following behavioural competencies:

- Thinking – Forward thinking;
- Thinking – Customer Understanding;
- Thinking - Analytical thinking;
- Influencing – Concern for impact;
- Influencing - Interpersonal awareness;
- Achieving - Results focus;
- Achieving - Concern for excellence;
- Achieving - Initiative;
- Self-Managing - Tenacity;
- Self-Managing - Independence;
- Self-Managing - Flexibility.



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Key measures (*Performance Indicators*)

- Customer Satisfaction Targets
- Revenue delivery & operating profit target
- Safety, Quality and Environment compliance targets

Dimensions of the role

- Customers: full client management including the clients commercial and assurance teams.
- Safety, Quality and Environment compliance targets

Owner of a budget (has total responsibility for the budget)	Yes Personally accountable for managing multiple project budgets in parallel
Budget Amount	from circa £8m to £20m per annum
Number of Colleagues who directly report to role holder	Reports: Potential 1-8 direct reports (Trainees, Junior Quantity Surveyors and Project Managers)
Total number in team, including any colleagues who report managers that come under the role	Project Staff: day-to-day project/site management of up to 30 people including internal labour\external subcontractor

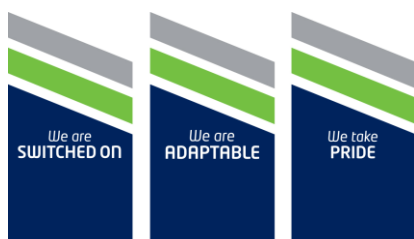
Key relationships (*Internal & External*)

This job sits in the following organisational structure – **ENW Construction & Maintenance Ltd**

The key relationships for this role are:

- ENWCML Electrical & Civil Project Managers/ SAP Engineers
- External Customers
- Sub-contractors
- ENWCML Design, Commercial and HSEQ teams

Date Role Evaluated	<i>Be completed by evaluation panel</i>
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