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<https://jobs.coepirecruitment.com/job/highways-construction-contracts-manager>

## Highways/Construction Contracts Manager

### Description

#### Job summary

- Our client is looking for a Highways/Construction Contracts Manager to join a busy team on a contract basis for 12-18 Months + starting soon.

#### Key skills required for this role

Senior Construction Project Manager, NEC Contracts

#### Responsibilities

Our client is seeking an experienced construction contracts manager (and not a site manager or site agent) at senior project manager level, ideally from the public sector, with essential **highways** construction experience, **a recognised civils qualification**, and working experience of leading and **managing NEC contracts**. Sole purpose of role is to competently manage three key contracts, the Principle Construction Contractor, Principle Designer and specialist Landscape Designer.

The post holder will be responsible for all aspect of the contracts ranging from monthly performance meetings, commercial meetings working with Director and Quantity Surveyor, negotiating compensation events and proactive budget management through to reviewing and approval of the Clause 32 programme on a monthly basis in conjunction with other members of the project team and in liaison with other direct contractors and statutory providers. Through effective management of these contracts and ensuring the specified and any agreed amended design is recorded and delivered, the post holder will be enabling timely and effective Technical Approval of the completed as built works.

The existing in-house project team will deal with all aspects of stakeholder engagement, finance monitoring, board and funder reporting, and SBC procurement activities and lower value contracts.

There are no line management responsibilities.

#### Working Arrangements

- Full time role, but would consider 4 days per standard working week.
- Swindon based. This is not a remote working role. Many meetings are face to face in the site office. Occasional home working permitted.
- The post holder will be required to wear 6-point PPE and walk the construction site at least once a week to effectively manage the contracts and engage with the outputs of the SBC Construction Manager.

#### The candidate

#### Date posted

5 October 2023

#### Base Salary

£ 480.00

#### Job Location

SN1, Swindon

#### Working Hours

Monday to Friday, 9am to 5pm

#### Beginning of employment

23rd October 2023

#### Duration of employment

12 to 18 months

#### Employment Type

Full-time

Proven track record and recent experience managing and delivering highways construction contracts with recognised civil engineering qualifications. Confident in all aspects of NEC contracts. Ability to programme problem solve re site matters, whilst account managing contracts and relationships, through to performance reporting key data to the Board and Funder.

This is a £33m scheme with £25m provided by Central Government, which creates a second tier of performance reporting and comms. The SBC in house team will administer these reports but will be reliant on the post holder to provide the necessary performance and financial information on a monthly basis.

Available for an immediate start and with an anticipated contract period of 12-18 months for the right individual.

Interviews will be via Teams.

#### **Contacts**



**Telephone: 01793 467140**

**Email: [mail@coepi.uk](mailto:mail@coepi.uk)**