

## CONTRACTS MANAGER

Hawkins Projects Ltd provide support for clients undertaking changes within their business. Removing the stresses associated with project management, by managing the project for the entire timeline; from concept to delivery. Hawkins take time to listen so their clients' vision and requirements are fully understood. Guiding them through every aspect of the project, offering support as it is required.

Everyone at Hawkins is committed, hardworking and passionate about what they do. Hawkins strives to provide a positive and fun working environment that focuses on comfort, collaboration and creativity to promote problem solving, effectiveness and success. Hawkins invests in staff training and development and embraces continuous improvement. Hawkins strives to and enhance staff engagement, job satisfaction and wellbeing.

### About the job

The main purpose of the role is to deliver contracts on multiple sites across the UK with typical contract values between £100K and up to £2.5M. To set up and run multi-disciplined construction contracts. To be the clients point of contact for all aspects of the project and to take full responsibility from concept to delivery ensuring a high level of customer service and satisfaction. To manage the project costs and provide profit from your jobs to enable continued growth and investment into the business.

We are looking for an exceptional individual who shares in our values and commitment who will add value to our team and take a lead role in driving the business forward to ensure continued development and success.

The role holder will work with the Hawkins Projects management team to offer support assistance as required.

<b>Reporting to</b>	Projects Director
<b>Location</b>	Unit 9a, Thorpe Way, Banbury, OX16 4SP – Hawkins 2 and site locations
<b>Job type</b>	Full-time, permanent

### Key responsibilities

- Deliver construction solutions on time, in budget and with the emphasis on complete customer satisfaction throughout the bid and construction process.
- Manage the overall operational and commercial aspects of multiple projects across the UK.
- Build and maintain customer relationships to ensure their needs are met, they are satisfied with services provided and any challenges are overcome.
- Work with the customer, architects and Hawkins Drawing Office to develop specifications, considering any operational constraints the customer may have.
- Promote and maintain the highest standards of Health & Safety, Environmental and Quality Management.
- Work with and lead the site team and subcontractors to meet client objectives and project timelines.
- Carry out administration tasks, including but not limited to, procurement, project programmes, reports and minutes.
- Lead by example and demonstrate the company's professional image and core values at all levels on the contract.

## Person specification

### Experience and knowledge

- 5-10 years' experience in a similar role
- 5-10 years' experience and in depth knowledge of construction projects (including but not limited to ground works, steel frame, block and brick works, commercial roofing and cladding, interior fit out works).
- Organised and effective project management skills
- Previous managerial role
- Proven commercial acumen
- HNC or equivalent in building or surveying qualifications
- Site Management Safety Training Scheme qualified (SMSTS)
- Sound knowledge of Health & Safety regulations
- Understanding/awareness of ISO 9001
- IT literate, Microsoft Office – intermediate level
- Comprehensive knowledge of all aspects of industry recognised standard forms of contract
- Proven track record of working and adhering to the specific requirements of subcontract agreements

Travel is an essential part of the role and therefore it is imperative you hold a full UK driving license.

### Skills and attributes

- Proven operational management and leadership
- Strong people skills with the ability to engage with the project team to motivate and enhance team performance and positively influence others to achieve highest results.
- Technically competent and able to translate requirements effectively.
- Strong strategic problem-solving skills.
- Organised, self-motivated, assertive.
- Strong communicator with strong client and customer service skills.
- Excellent attention to detail, quality and service delivery.
- Desire to monitor, review and implement change to support continuous improvement and performance.
- Proven creator of sustainable client relationships and new business development.

## What you'll get in return

- Great team morale and company culture
- Training and development opportunities
- Competitive salary
- 20 days annual leave plus bank holidays
- Flexible pension scheme
- Company Car (role specific)
- Discretionary Bonus
- Socials and team activities
- Employee Assistance Programme
- Long Service Award
- Death in Service (subject to qualifying service)

## Get in touch

Hawkins Group of Companies is an exciting and fast-growing business, and we are always keen to hear from new talent wishing to work in the construction industry.

If you would like to learn more about working at Hawkins and the roles we offer, get in touch, have a chat and discover how you could build your career with Hawkins.

We'd love to hear from you, please contact Erika Szommer, HR & Training Manager for an informal and confidential chat on 01295 252363 or email [careers@hawkins-group.co.uk](mailto:careers@hawkins-group.co.uk)