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.

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

To deliver multi-discipline refurbishment contracts on multiple sites across the UK with typical contract values between £100K and up to £2.5M. To take full ownership for the job from concept to delivery ensuring a high level of customer service and satisfaction and to be the main point of contact for all aspects of the project. The flat structure of our business provides scope for leading and managing both the strategic and the operational deliverables on the job with the aim to maintain profitability, compliance and high-quality standards.

Reporting to	Projects Managing Director
Location	Unit 9a, Thorpe Way, Banbury, OX16 4SP – Hawkins 2 and site locations
Job type	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.
- By listening to our customers, and by understanding how they operate, 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.

Duties and tasks

- Work directly with the Managing Director and Sales Lead to establish all client requirements during the tender process.
- Set up the Construction Project Plans and all internal records, job folders, quotes on NAV, ensure that variations to contracts are flagged to the Sales Lead throughout the whole duration of the project.
- Manage budget and cost control, ensure that all invoices and applications are made within the agreed time scales, ensure traceability on job cost.
- Agree procurement strategy for the works and manage procurement – PO's, invoices, subcontractor payments, supplier credit checks, etc.
- Work in collaboration with the Sales Lead and the Drawing Office team during the Design phase, ensure that the project plan is set out accurately, RFI's recorded, all legal requirements have been met. (Insurance, Building Control, Building Owner Consent, CDM, Fire risk, etc)
- Lead and manage site set ups, by setting up key standards and deliverables in line with the appropriate compliance measures and the client requirements.
    - Ensure the highest standard of Health and Safety on site through regular audits and reviews.
    - Manage and monitor quality on site.
    - Lead and manage site teams – incl. recruitment and selection, training and development, performance measures, adherence to Health & Safety, Environmental and Quality Management standards.
- Ensure that effective communication channels are in place. Lead and chair site meetings, client meetings and ensure that meetings are run smoothly, provide weekly reports on progress, commercials and/or any other relevant info required by the key stakeholders.
- Review your own performance in relation to targets that you set yourself, which contribute to achieving HPL business objectives. Attend training and develop relevant knowledge, skills and techniques to ensure continuous improvement.

Characteristics and competencies

To be successful in this role, you will be highly motivated and assertive, able to work independently and as part of a team in a fast-paced environment, whilst demonstrating:

- In depth knowledge of refurbishment projects and industry recognised standards, forms of contracts.
- The understanding of typical construction works; groundworks, steel frame buildings, block and brick works, commercial roofing and cladding, interior fit out works.
- The ability of working and adhering to the specific requirements of sub-contract agreements.
- Proven track record of efficient project management skills, with high level of commercial awareness.
- The ability to perform under pressure can play an important part in the business.
- A high standard of personal organisational skills, including effective time management, prioritisation, people management, excellent communication skills.
- The ability to demonstrate up to date knowledge of all current Health and Safety regulations and hold a minimum of SMSTS certification.

Hawkins Projects Ltd, Unit 9a, Thorpe Way, Banbury, Oxfordshire, OX16 4SP
Tel: 01295 252363 e info@hawkins-group.co.uk www.hawkins-group.co.uk

- An understanding of, and ability to use Microsoft Office suite (Word, Excel, PowerPoint and Outlook) and frequently used computer software and programs.
- Travel is an essential part of the role and therefore it is imperative you hold a full UK driving license.

You will also have three to five years' experience of working as a Construction Contracts Manager or similar role.

What you'll get in return

- Great team morale and company culture
- Training and development opportunities
- Competitive salary
- 22 days annual leave plus bank holidays
- Flexible pension scheme
- Company Car (role specific)
- Discretionary Bonus
- Socials and team activities
- 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 us on 01295 252363 or email careers@hawkins-group.co.uk