

## Job Description

<b>Job Title:</b>	<b>Contracts Supervisor</b>
<b>Division:</b>	Repairs and Maintenance
<b>Reports to:</b>	Contract Manager
<b>Direct Reports:</b>	Site Supervisor's, Subcontractors, Admin team
<b>Main Interfaces:</b>	Client teams, Subcontractors, Admin Team, Residents, Management

### Overall Purpose

Assisting and ensuring the effective and efficient delivery of our contracts in a way that is financially viable. Ensuring that we maintain quality work, carried out safely, completed on schedule and in accordance with our Client's changing needs with minimum inconvenience to residents.

### Key Tasks/Activities / Responsibilities

- Assist and management of the day to day operations of Planned or R&M Contracts
- Work in partnership with the clients to exceed operational and business expectations.
- Management of the motivation of operatives and subcontractors
- Ensuring profit and performance targets are achieved
- Liaising and developing relationships with the client's representatives and resident groups
- Monitoring the performance of the contract and ensure that Key Performance Indicators are achieved
- Managing resources to ensure efficiency and contractual obligations are maintained
- Monitoring progress of the contract to ensure the completed works are correct and to the agreed specification standard
- Monitoring quality, safety and environment and promote a safety culture within the business unit
- Managing / liaising with a team of Supervisors, Administrators and Resident Liaison Officers to ensure contractual expectations are met along with responsibility for recruitment retention, training and development of employees
- Maintaining and develop reports on progress and performance of contract
- Monitoring management systems and ensure that they are maintained and targets are achieved
- Monitoring the financial aspects of the contract and report on profitability
- Follow and support policies, procedures, initiatives and work instructions related to sustainability improvement and environmental compliance
- Ensuring works are completed on time and to a high quality standard
- Plan, programme and coordinate efforts of Operatives and Subcontractors such that works progress as agreed, to programme and in accordance with the contract provisions, with the least amount of disruption and inconvenience to the residents
- Ensuring that suppliers/subcontractor works are carried out in accordance with the work sheets given and in a timely manner meeting all contract KPI targets
- Ensure that all Variation sheets are appropriately completed and signed by the Client or Client representative; provide Contracts Manager with such signed copies at the earliest opportunity
- Prepare snagging lists at the earliest opportunity and promptly issue such for record of the relevant party

- Ensure that the Construction Phase Health & Safety File and relevant F10 is present, updated and maintained on site
- Completion of appropriate paperwork such as Method Statements and Risk Assessments, delivering tool box talks.
- Ascertain that all Subcontractors and operatives carrying out works on site have been inducted; ensure that every operative is appropriately qualified to carry out the operations they propose to engage; obtain and ascertain that method statements issued by subcontractors are adequate and acceptable prior to authorising works to proceed
- Carry out quarterly van stock checks to ensure efficient working and to allow completion of head office returns
- Ascertain that all heating and gas works specified have been brought to the attention of the Gas Qualified Manager prior to authorising such works to proceed on site
- To wear Personal protective equipment which is supplied and be responsible for yourself and others
- Be responsible for ensuring the work place is tidy and safe at all times including all Axis operational office
- Attend regular weekly/bi-weekly meetings with your line manager
- Ensure communications and information transfer with other teams to ensure efficient working
- To complete time sheets and work sheets and reports as required
- Must be prepared to work at heights using ladders, scaffolding and work in confined spaces and in a variety of work conditions that may prevail at that time
- Working as an integral team member as well as a mentor and coach to apprentices and colleagues
- Driving from site to site as part of the daily duties
- Carry out van inspections on a monthly basis or as the company policy requires
- To adhere to and comply with Company HR Policies and Health and Safety legislation including necessary inspections such as scaffolds, works in progress and operative / subcontractors to ensure company compliance.
- To comply with the Codes, policies and procedures of the employer
- To carry out and promote the employers policy regarding Equal Opportunities
- Accepting jobs in any area required by your line managers
- Encompass Company change, including any training where necessary with positive attitude
- Must be prepared to comply with all company policies and procedures
- Follow and support policies, procedures, initiatives and work instructions related to sustainability improvement and environmental compliance
- To undertake such duties, which are commensurate with the post from time to time at the direction of line managers

## Person Specification

### Key Knowledge

- Formal qualification and training within the Building industry
- Understanding of all principles within contract management.
- The ability to adapt to busy workload
- Prioritise a changing schedule
- Strong management skills and the ability to motivate a team at all levels
- Experience within a result driven business
- Ability to be innovative and creative to resolve complex
- Knowledge of building maintenance and repair
- Trade background
- Health and Safety

### Key Skills

- Good communicator
- IT literate
- Systems driven
- Proactive

### Key Experience

- Contracts management within repairs and maintenance

### Other Key Information

- Driving License
- Clean CRB
- You must own an Android or IOS mobile phone which you will use as part of your job (BYOD)

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I have read and understood the provisions of this job description.

I understand that this document forms part of my employment and I hereby confirm my agreement with its provisions.

Name:

Signature:

Date: