

London Borough of Lambeth

Job Description

Job Title:	Contract Manager
Grade:	PO6
Directorate:	Resident Services
Division:	Infrastructure and Capital Delivery Studio
Subdivision:	Programme Information and Highways
Responsible to:	Head of Programme Information and Highways
Responsible for:	Contract Officers x2 Clerk of Works x 2

Date of review

Main purpose of post

Responsible for managing contractors in delivering and monitoring of infrastructure works Contributing and working alongside the Council's Procurement team on new contract requirements and contract extensions across the Service. Ensure that all contracts have robust governance measures, setting of a standard suite of KPIs to maintain and facilitate good contracts management with a view to continually improving performance,

Responsible for the execution of highways legal agreements in respect to developer related work prescribed under the Highways Act 1980.

Key Accountabilities

1. Manage the Capital Studio's term contracts, working closely with direct reports and other colleagues to drive efficiencies and ensure best value is achieved for the council through Capital Studio contracts on schemes including but not limited to Highway Maintenance, School Construction projects, Traffic and Transport Schemes and large scale urban redevelopment.
2. Responsible for ensuring that the contract management for the delivery of large and complex projects and programmes is consistent and of high quality, ensuring that the Council complies with relevant contract law to protect the Council from financial and reputational harm.
3. Representing the Capital Studio at contract meetings, arbitration, adjudications, or legal proceedings in relation to contract management and performance as required, providing expert evidence and advice to support the Council.
4. Ensure that all contracts are demonstrably managed with appropriate reporting to management including collation and reporting of all contract performance indicators, analyse of performance data and applying appropriate measures to correct performance or non-compliance and budget management.
5. Provide senior management with expert contract and procurement advice to assist in making decisions that have a significant financial impact, providing challenge where necessary to accepted practices both by the council and by contractors in order to achieve best value for the council and our citizens.

6. Working alongside the Construction Health & Safety manager, ensuring that health and safety good practice and monitoring will be a top priority within this Contract Managers role, as will managing 3rd party client expectations.
7. Monitor and manage contract level early warning and compensation events for NEC term contracts and support project managers and managers with the same for task orders. Ensure that all contract correspondence and replies are within agreed and contractual timescales.
8. Support project managers with contract responses and requirements for other contract, e.g. JCT to ensure client contract responsibilities are met.
9. To work with the Operations and Registration services to ensure that the Council's works ordering system is regularly appraised to ensure that it is consistent with existing and future contract management policy and that all staff within Operations and Registration services are updated of these in relation to the works ordering system.
10. Liaison with visiting inspectors (e.g. clients, Health and Safety officers etc).
11. Management of application of tests on materials, executed work and equipment.
12. Maintenance of a critical but constructive relationship with the contractor's supervisory staff.
13. Inspection of finished work, preparation of schedule and supervision of remedial works and certification of approval of standards of work. Scheduling of snagging items and defects at practical completion and end of defects liability period.
14. Inspecting and providing guidance to staff allocated to assist with projects; refer associated problems to the relevant Engineer.
15. Issuing of direct orders to the contractor for various minor works and defects, in agreement with the responsible Engineer.
16. To carry out duties to meet Health and Safety requirements and regulations, including CDM regulations, both within Council premises and on site to monitor and advise on Health and Safety issues on relevant areas of work, and to monitor and instruct contractors on Health and Safety and Employment.
17. Provide appropriate level of supervision of trades including standards of workmanship to take account of new products, technical requirements and changing contracting and sub-contracting practices.
18. Support project managers as appropriate to produce accurate specifications, contracts, task orders and work schedules and estimates for contractors.
19. To ensure that all work is jointly measured prior to payment applications being submitted by contractors and that these are consistent with the final invoice submitted by the contractor.
20. Provide advice, review and verification to designs and contracts to ensure that contract compliance is met and the Council is protected from claims and compensation events, and client changes are minimised.

General Duties

21. Provide Line Management to direct reports, proactively encouraging learning and development and ensuring all relevant HR processes and policies are adhered to, including, but not limited to, 1-2-1s, sickness returns and annual leave management.
22. To work flexibly in undertaking the duties and responsibilities of this job and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams.
23. To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others, Management

Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.

24. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

PERSON SPECIFICATION

Contract Manager - PO6

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Ticks” (✓) on the person specification when you complete the application form.</p> <div style="border: 1px solid purple; padding: 5px; display: inline-block;">  </div>	<p>Shortlisting Criteria</p>
--	---

Professional Qualification	PQ1	A degree level qualification in a relevant discipline and evidence of continuing professional development, or experience and evidence of professional development where no degree is held.	A✓
Key Knowledge	K1	Extensive knowledge and experience of contract management of term contracts and single tender contracts.	A✓
	K2	Extensive knowledge of NEC contracts and all aspects of using these including clauses, timescales, notices etc.	A✓
	K3	Knowledge of contract law and relevant case law relevant to infrastructure delivery.	
	K4	Knowledge of the Highway Act 1980 and its various relevant sections	
	K5	A financial acumen with experience in operating within budgetary constraints, with an understanding of external partnerships, contract management and commissioning.	A✓
	K6	Ability to formulate strategy and translate this into achievable team objectives.	
Relevant Experience	E1	Experience of leading the management of NEC term contracts.	
	E2	Experience of contract management of single tender construction projects, either NEC, JCT or both	A✓
	E3	Experience of successful delivering large and sometimes complex civil engineering construction contracts, within a local government setting	A✓
	E4	Experience of arbitration or adjudication relating to construction contracts.	

Core Behaviours		Focuses on People Is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. It's about ensuring we have the right processes in place.	
		Takes Ownership Is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.	
		Works Collaboratively Is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results.	
		Communicates Effectively Is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.	A✓
		Focuses on Results Is about ambition and achievement. It's about orienting ourselves towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better	A✓