

JOB TITLE

Contracts Manager (Midlands-North)


Key role objective	<p>The principal function of this position to work directly with the UK Operations Director to assist them in his duties in the UK in the management of Water Management Contracts & Operations (Groundwater Control, Geothermal Open Loop Schemes, Water Abstraction Schemes, Pumping Tests & Surface Water Management Schemes) within the Midlands, Wales, North of England and Scotland (typically projects with a total value to WJ from £10k to £5M).</p> <p>WJ UK offers an extensive training and development program which will commence after individuals complete their probationary period. Company Induction, Initial basic training & PPE issue will be provided from commencement of your employment.</p>
Reports / Responsible to	UK Operations Director (Line Manager)
Key areas of responsibility	<p>Carry out contract management duties:</p> <ul style="list-style-type: none"> To deliver WJ's contractual obligations as directed by the UK Operations Director. To liaise and work with Directors, Operations, Design, Technical & Commercial teams to lead subcontract negotiations and subsequent subcontract documentation reviews to ensure WJ's interests and requirements are protected wherever possible. To liaise and work closely with the Commercial Manager on key projects in contract negotiations, subcontract documentation reviews, commercial and contractual management of the subcontract and dispute resolution. To liaise and work closely with the Technical Manager to ensure technical delivery of our projects is of a high standard to maintain our "technical expertise" position within the industry. To liaise and work closely with the Contracts Manager (South) and Major Contracts Director to ensure operational delivery and success of our projects in UK & Ireland using shared resources (staff, plant and equipment) efficiently and effectively. To directly manage site activities and closely liaise with our customers site staff, and our own engineers, supervisors, subcontractors and suppliers. To act as project team leader on several projects simultaneously, taking responsibility for defining the project programme, setting up and managing the resources needed to deliver the project. This will involve pre start site visits, direct site supervision at contract commencement and periodic site visits throughout the contract running period. To maintain a documentary record, to a high quality standard, of WJ's contractual activities. To perform project management and dissemination responsibilities, including: drafting of regular progress reports as requested by Directors and Customers; authoring of project deliverables as specified in the project contract, in collaboration with the other project members; participating in team meetings; and any other similar contribution to the project according to its programme of work. Specifically this will involve preparation of Method Statements, appointing the site team, defining the project programme, ensuring contractual targets are met, preparing, issuing and negotiating monthly payment applications. To contribute to the development of Company strategic objectives. To provide expert advice and leadership to colleagues and direct reports.



	<ul style="list-style-type: none"> • Develop and oversee the application of a range of methodologies, approaches and techniques. • Undertake business development activities for new contracts. This may involve site visits to collect information and discuss our client’s requirements, pursuing tenders, assist the Design and Bid team in the preparation of tenders & quotations. • To be responsible for own health and safety and to prepare Risk Assessments for our activities. Brief, check and audit site staff to ensure safe working practices are being followed. • Liaise with the company auditors and ensure execution of corrective actions. • To directly line manage project management staff and Operative staff. <p>The above is not exhaustive and you will be expected to undertake any other duties which may reasonably fall within the level of responsibility and competence.</p> <p>The duties of the post-holder will require collaboration with the other engineering, administrative and technical staff of the Company. The post-holder must be able to establish good working relationships with people from these different disciplines and areas, and be able to communicate effectively with them regarding the overall programme of work of the Company.</p>
<p>Qualifications & Experience</p>	<p>A motivated and hardworking individual with good written and communication skills is essential. Minimum 10 years’ experience within the construction industry managing projects and site staff in a similar environment, or 7 years within WJ in a Project Management role and has demonstrated sufficient skills and knowledge.</p> <ul style="list-style-type: none"> • A degree (or equivalent) in a relevant engineering discipline. • Project Management Qualification desirable • Comprehensive understanding of Civil Engineering, Hydrogeology or Engineering Geology. • Resourcefulness, initiative and the ability to work unsupervised in often difficult site conditions. • The ability to plan and organise own workload as well as that of the team. • Experience and confidence in managing others. • Experienced in contract negotiations and dispute resolution. • Comprehensive awareness of commercial issues, ideally including a good understanding and knowledge of construction industry contracts. • Competent user of Microsoft Office suite of products. • Excellent verbal and interpersonal skills and written communication skills - the ability to communicate complicated and sometimes sensitive concepts is an essential requirement. • Resourcefulness, initiative and the ability to work unsupervised. • Full UK Driving License.
<p>Working Conditions</p>	<p>The role is predominately office based at our Bilsthorpe office in Nottinghamshire, but you will be expected to visit our Head office in Hertforshiire for internal meetings and our customers sites for meetings, site walkovers, site inductions, undertake project briefings within the UK.</p> <p>Working with WJ colleagues and our clients for the installation of water management systems in both outdoor & indoor environments (often within tunnels, adits and shafts, which are frequently classified as low to medium risk confined spaces).</p>



Physical Requirements	The role is predominately office based, but does require that the candidate utilizes a Visual Display Unit (VDU) as part of their day to day activities. On site you will standing for extended periods of time often in outdoor environments in all weather conditions.
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Approved by	Neil Coulter	Signature	
Date Approved	12/02/2021	Next Review	As and when required
Employee's Signature		Name of Employee and Date	