



Job Description & Person Specification

Job Title:	Temporary Contracts Manager	Job Reference:	
Service:	Estates and Economic Development		
Location:	Andover	Grade:	8
Reports to:	Principal Building Surveyor		
Date:	31 July 2018		
Our Values: We expect all of our employees to live by and demonstrate the Council's five key values of:			
Accountability, Ambition, Empowerment, Integrity, Inclusiveness.			
Main job purpose			
To package minor construction and building maintenance works across various sites for completion by a single contractor, tender works, appoint contractors and monitor the work through to satisfactory completion.			
Main responsibilities and duties			
<ol style="list-style-type: none">1. Package minor construction and building maintenance works to be undertaken by a single contractor. Tender the work in accordance with Council's Contract Standing Orders, award the contract and monitor through to completion in accordance with the specification, on time and within budget.2. Manage larger individual construction/building maintenance contracts up to a value of £100,000, from preparation of the specification through to completion, in conjunction with the Council's Procurement Officer.3. Work with other members of the Estates team on construction/building maintenance projects with a value over £100,000.4. Review action points arising from compliance reports (fire risk assessments, legionella risk assessments, etc). Obtain specialist advice from external consultants as necessary to determine scope of works needed to achieve compliance.5. Ensure that the Council complies with the requirements of the Construction (Design & Management) Regulations 2015 relating to construction/building maintenance procurement. Monitor Health & Safety relevant to construction/building maintenance, ensure necessary records are maintained			

and initiate enforcement action, if required.

6. Undertake surveys of buildings for Health & Safety compliance and reporting of reactive maintenance requirements.
7. To ensure that service delivery complies with current regulations, accepted professional standards, the Council's policies and procedures and appropriate legislation. This includes legislation on equalities, health and safety and safeguarding children and vulnerable adults.

Supervision and management

None

Resources

The Contracts Manager's work comprises part of the Council's annual procurement budgets of approximately £1.5 million for planned maintenance and approximately £600k for cyclical and reactive maintenance. This post-holder will be responsible for delivering projects worth up to £100,000 independently and above £100,000 in conjunction with the Building Services Engineer and the Principal Building Surveyor.

Contacts and relationships

The Contracts Manager will be required to work with colleagues in Estates, client Council Services (in particular Procurement and Legal), senior management, councillors, contractors, consultants, regulatory bodies and members of the public.

Working environment

- This role is based at the Beech Hurst offices, requiring regular site visits to conduct surveys, inspections, etc.
- Exposure to all weather conditions, traffic conditions, hazards connected with exposure to dirt, dust and noise.
- The post requires the postholder to work in confined spaces.

CRITERIA Everything included in this section needs to be able to be objectively measured in one of the following ways: application form, certificates, testing, interview or references.	ESSENTIAL DESIRABLE
Educational and professional qualifications	
A degree or diploma qualification in a discipline related to building construction, building services or facilities management. Membership of a relevant professional body	E E
Knowledge	
Detailed knowledge of one area of building construction or building services, with a general awareness of other construction and building services disciplines.	E
Experience	
Significant experience within the construction/building maintenance industry. Significant experience of procurement within the industry. Experience of acting as Principal Designer on projects for the purposes of the Construction (Design & Management) Regulations 2015.	E E E
Key skills	
Must be analytical, Must be articulate, and an effective communicator and negotiator. Able to prioritise competing demands.	
Personal qualities and behaviours	
Confident in subject area.	
Other Factors	
Must be able to travel to Hampshire wide locations and occasionally to further locations some of which may not be easily accessible by public transport.	

Corporate Responsibilities

All employees are required to adhere to corporate policies, procedures and codes of conduct; full details can be found on the intranet or from your line manager. Particular aspects include:

Health and Safety - Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

All employees are required to adhere to the Council's corporate policy, procedures associated with their duties and to undertake tasks/training in that context, as required.

Safeguarding - This Council is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all employees and volunteers to share this commitment, and to adhere to the Council's Safeguarding Policy.

Equalities – This Council is committed to providing equal opportunities for all. We believe that employing people from different backgrounds with a range of perspectives and experiences helps us to deliver high quality services to all our residents. We employ people based on their abilities and potential, regardless of any protected characteristics.

Social Media - Employees are required to adhere to social media corporate policies and to undertake tasks/training in that context as required. Employees must not bring the Council into disrepute through their use of social media either personally or on behalf of the Council.

Financial – Employees are required to adhere to the Council's financial regulations and to undertake tasks/training in that context, as required.

Risk Management - Employees are required to adhere to the Council's risk management strategy and to undertake tasks/training in that context, as required.

Data Protection and Data Security - We hold and process information about our customers and as such we are legally obliged to protect that information. Data protection is important for the Council, and employees are required to understand and adhere to relevant policies and procedures.