

Contracts Manager (Social Housing Maintenance)

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Company: Vanrath

Location: Magherafelt

Category: other-general

Job Description

Job Reference: RACM090424

Job Title: Contracts Manager (Social Housing Maintenance)

Rate: £43,000 + van / fuel card / package

Location: Magherafelt, Northern Ireland

Contracts Manager

Are you looking for a Contracts Manager role? Interested in working for a leading Property Services Contractor?

VANRATH are recruiting a **Contracts Manager** to work for a well respected Property Services Contractor, based in Magherafelt, Northern Ireland.

Remuneration:

£43,000 + van / fuel card / package

Package Includes:

Employee Perks & Discounts

Life Assurance

Industry leading health & wellbeing programme

Healthcare Cash Plan

Long service awards

Great opportunities for learning & development

Client:

Our client is a well-respected Property Services Contractor that have been operating for approximately 50 years. They specialise in property alterations and modifications, damage restoration and maintenance projects. They work with Social and Private Housing clients, Property Management Companies, Care Homes, Schools, Councils and Commercial Buildings.

Overview of Role:

The Contracts Manager will be responsible for the service and delivery of maintenance and improvement contracts for the relevant area. They will have oversight and support the management of Sub-Contractors, Direct Labour, Stores, Supply Chain Partners, Planners and Administrators.

Success in the role is to deliver all contract works in line with client KPI requirement and internal targets while ensuring staff understand their roles while providing adequate resources, organising the work and closely monitoring to ensure works are being completed safely, on time, to specification, and within cost.

Supporting the Head of Operations in the management of all resources & facilities relating to the Depot is integral to the role also, as well as managing the relationship between the business and their clients, ensuring transparency and good channels of communication exist and are maintained.

Key Responsibilities:

To oversee the KPIs in place with our clients

Recording corrective actions, NCR's and improvements.

Applications management using our internal systems

Have an overview daily of the Planning & Scheduling of the work with the Depot Planning Teams

Coordinate and manage supply chain, hold progress and performance meetings ensuring supply chain delivery of company expectations

Populate balance scorecards and reports, circulated with teams to ensure consistent delivery and management of maintenance services

Liaise with management on contract matters, responding to queries, complaints and preparation of KPI challenges, contractor reports, improvement plans and PLIC claims

Liaise with QS department on QS matters relevant to contract, support resolving queries and challenges

Liaise with the Stores Personnel to ensure all Materials are available to keep work streams operating according to the Planned Schedules.

Ensure the Depot Facilities, Vehicles & Equipment are managed in line with the Processes set out in Company Integrated Management Workflows

Control all Waste streams within the Depot

Support the management of the Company Team and any People Management activities such as annual leave, recruitment, disciplinaries, time attendance queries, and overall Performance Management

Assist with onboarding of new starts

Assist with and champion Continuous Improvement and LEAN initiatives within the business.

Attend client meetings representing the Company in the best possible light

As contracts manager you form part of the wider management team and this requires attendance at management reviews contributing positively to develop of role and business unit

The Ideal Person:

Essential Criteria

Experienced in Construction Industry

Background working in Social Housing Maintenance

Good written & verbal communication skills

A valid UK Driver's License

CSR Card

Previous experience in a Leadership Role

IT Skills & knowledge of Microsoft applications (Outlook, Word, Excel,)

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