



Job profile

Contracts and Works Programs Section Manager

Grade M

Group:	Housing, Communities & Environment
Service:	Gateshead Construction Services
Location:	Shearlegs Road Depot
Line Manager:	Contracts and Work Program Service Manager
Car User Status:	Casual

Job Purpose

The purpose of this role is to support the Contracts and Work Program Service Manager in relation to all financial monitoring of the domestic HRA revenue and capital projects and non-domestic revenue funded building maintenance to Gateshead's building portfolios.

This will include the collation and creation of all contracts and works throughout construction and the financial reporting for the associated bodies of works.

The key roles of this post will include:

1. Collating and monitoring the financial performance of HRA revenue and capital to ensure value for money and assisting the operational teams in delivery of all repairs and maintenance activities along with all capital projects.
2. Collating and monitoring the financial performance and assisting the operational teams for both capital and revenue in the delivery of non-domestic responsive repairs and compliance works in the form of electrical, mechanical, general building and sub-contractors.
3. Monitoring and reporting of purchase card transactions for non-domestic building maintenance and compliance works.
4. Management, monitoring, and reporting of all trading accounts within construction.
5. Monitoring and reporting on payment to all subcontractors for domestic and non-domestic revenue and capital works.



6. Aiding the finance team with preparation and presenting of financial and operational performance reporting. This includes for identifying current and projected budget position, identifying anomalies in spend and benchmarking against previous financial years data.
7. Ensuring income is captured and claimed from both internal and external clients
8. Ensuring the effective, efficient management, development and co-ordination of all Quantity Surveyors and technical support employees within structure.
9. Preparation of tender documentation to procure subcontractor services to aid operational delivery, including long-term frameworks. Carrying out the examination of subcontractor tender submissions, checking for completeness, legal, contractual, and mathematical correctness; resolving any queries and providing proposals for tender acceptance.
10. Collation and creation of all JCT contracts for construction in line with the council's constitution.
11. Management and maintenance of Schedule of rates for domestic maintenance/compliance and capital works
12. Implementation of remeasurements for subcontractor valuations and processing/ payment of invoices in accordance with contractual documents.
13. Working with the capital delivery team to deliver effective and efficient project delivery within budget and time constraints.
14. Directly managing teams responsible for managing all aspects of the contractual and financial side of construction projects.
15. Aiding in the design team's delivery of financial feasibility studies and project delivery of a 3-to-5-year asset management capital plan.
16. Advise on best procurement strategies for planned and reactive works where required whilst still adhering to contractual laws.
17. Such other responsibilities allocated which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge:

- Quantity Surveying to domestic and non-domestic council portfolios.
- Working with standard forms of construction contract and providing recommendations on the most appropriate form for specific projects.
- Working with NEC3 and JCT measured term contracts
- Knowledge of schedule of rates and similar working systems
- Knowledge of delivering a capital plan

Experience:

- Quantity Surveying to domestic and non-domestic council portfolios.
- Subcontractor procurement
- Preparing financial information independently
- Managing own workload and working independently
- Managing direct reports
- ICT systems including MS Office
- Working as part of a diverse and inclusive workforce

Qualifications:

- HNC or equivalent qualification in Quantity Surveying or similar discipline
- Full driving licence
- Chartership to relevant professional body



Desirable:

Knowledge:

- Health and Safety legislation
- Knowledge of complex working systems

Experience:

- ICT systems including Northgate and Agresso
- Extensive experience with setting up and monitoring live contracts
- Working across tenure within a complex working structure

Qualifications:

- Degree or equivalent in Quantity Surveying
- Relevant professional qualification.



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences
Developing Teams and Individuals	Promotes and supports team and individual learning and development and uses delegation to create a sense of ownership of high-level organisational issues, and encouraging individuals to stretch beyond their current capabilities
Managing Performance	Effectively manages the performance of teams and individuals to ensure results are achieved
Personal Impact	Is self-aware, learns continuously and adapts behaviour in response to feedback. Makes things happen, operates with resilience, flexibility and integrity
Making things happen	Empowers people to initiate change. Supports innovative ideas and new ways of working