



**CONTRACTS MANAGER**  
**SALARY – NEGOTIABLE BASED ON EXPERIENCE**

We have a great opportunity for a Contracts Manager to join our team within Westchurch Homes Limited, covering sites across the North West region. As the Contracts Manager you will be responsible for first line management of the site based construction teams.

**Reporting directly to the Construction Manager and/or Operations Director, the role will entail:**

- To consistently behave and interact in a way that supports the achievement of the company's overall vision of creating a special place to work and in line with the values of the business; friendly and supportive, open, fair and challenging
- Overall responsibility for the management of a number of contracts
- To ensure each contract is delivered safely, on programme, within budget and to the required standard of quality, all of which will ensure client satisfaction
- To encourage, mentor, and coach the site management team
- To develop effective working relationships with clients and consultants
- To promote personal development in your team
- Commercial awareness of contracts to maximise profitability
- Acting as a first point of contact for the contract operations team to offer support and advice
- Responsible for the management, planning, programming & phasing of all projects
- Ensuring compliance with all aspects of both Health & Safety Legislation and internal H&S Management System
- Deliver project programme and phasing presentations to clients
- Managing your team; setting objectives and developing people within it
- Managing effective meetings; pre-start, hand-over meetings, sub-contractor progress, contract progress, internal team meetings as required
- Supporting effective recruitment and selection processes to appoint suitable site management staff
- Applying a leadership style which is in line with the overall culture and values of the business
- Providing a service of quality to customers and clients, both internal and external
- Building and maintaining relationships with internal and external clients
- Managing budgets and input into cost reporting in conjunction with the Commercial team.
- Managing time and delegating effectively
- Coaching team members to foster performance

- Managing performance, team conflict and communication issues where necessary

**The candidate will require:**

- Experience of working as a Contracts Manager (or an Experienced Site Manager looking to make the step up) with a residential house builder.
- Experience of effectively managing teams
- Up to date knowledge of health and safety and building legislation.
- CSCS card
- SMSTS certificate
- First Aid certificate
- Construction Management – HNC Level 4, HND desirable
- Valid Scaffold Appreciation certificate is desirable