



Contracts Manager

Gallaway Construction Ltd

Gallaway are a progressive, nationwide main building contractor and undertake turnkey projects for major blue-chip clients, including ground/civil engineering works, steel frames and access metalwork, cladding, masonry, joinery, full fit out and finishing trades both on new build and refurbishment projects. We regularly undertake structural and architectural design as part of our service. We pride ourselves on repeat business from many of our longstanding clients and continued close working relationships with our supply chain.

At Gallaway Construction, we are now looking to appoint a Contracts Manager to manage our team of Site Managers and join our experienced and well-established team.

Key focus of the Role:

To ensure projects are delivered to the highest levels of safety, to programme and challenge timescales, to work within budgets and to the required, environmental, and quality standards. You will meet clients on a regular basis and build relationships to secure repeat business through customer satisfaction, as well as strong links with subcontractors. You will also support a team of 5 Site Managers at sites across the county and so some travel will be a requirement of the position.

Previous experience:

Previous experience in Site Management is essential with Contracts Management skills preferable. The ability to work closely to control, monitor and produce programmes, coordinating and liaising with the team. Ensuring RAMS produced and adhered too and take full responsibility for the site team and their operations. Experienced in design and build, and MS project, CSCS card and SMSTS are essential, as well as the ability to maintain excellent levels of Health and Safety, Environmental and Quality standards.

Other responsibilities include:

- Management of Health and Safety across the business including monitoring and overseeing all site quality, health and safety and environmental activities
- Develop monitor and maintain all risk assessments and method statements
- Supervision and Management of all site personnel, co-ordinating all site labour with Site Managers
- Hold the Site Managers accountable for maintaining Programmes, and the issuing of appropriate site returns and paperwork
- Meet clients and attend site meetings to review and discuss work carried out
- Organise and co-ordinate site materials and plant as required

- Maintain and develop working relationships with the Supply Chain Ensuring all contractors, subcontractors, suppliers, and company site personnel are familiar with, and adhere to the requirements of the company Quality and Environmental Management Plans, and Health and Safety Policy
- Review of contractors, subcontractors and supplier's environmental management systems and performance and advising the Company Management on their status and suitability
- Develop, monitor, and maintain all site programmes with Quantity Surveyors, Estimators, and commercial team
- Liaise and coordinate with Commercial department to ensure cost effective, timely, and efficient procurement
- Coordinate drawing approval, revisions, issue, and records where applicable
- Develop and implement a site-specific Project Environmental Plan when the company is operating as a Main Contractor
- Provide all necessary documentation and information to ensure that the Construction Site Managers can carry out their duties in a safe, expedient, and efficient manner
- Contribute and promote the on-going improvement to company systems and procedures as we maintain ISO 9001, 14001 and 45001 accreditations
- Sound knowledge of programming and procurement of construction projects

Person Specification:

You will need strong communication skills and be able to form good working relationships with all parties. As a team player, you will be able to work in an assertive manner, good at negotiating, with a logical approach to prioritising the tasks in hand. You will also be professional, organised, and methodical in your approach to working in accordance with our Company Policies and to promote the face of the company to all external stakeholders

Proven IT skills including MS Project combined with the ability to read and understand technical documents and programmes are key to this role. You will also be required to travel nationwide to our various sites to support our team of Site Managers. Contractual and financial awareness would be beneficial.

Salary: Dependent on experience