

Contracts Manager

Toppesfield is the UK's largest and fastest growing independent surfacing company. In the last four years we have created more than 100 jobs, increased our turnover from £39 million to over £85 million and established seven regional offices within the UK to manage projects with clients across the highways, commercial, aviation, defence, leisure and rail sectors.

Here at Toppesfield, our goal is to continually raise the benchmark for surfacing, thereby enhancing our position as contractor for choice for all surfacing works.

We have an opportunity for a Contracts Manager to join us and continue to provide the service that has forced the industry to try and follow our lead.

Your key responsibilities:

- Proactively manage the programme for their area.
- Advance allocation of schemes to supervisors to assist in forward planning
- Forward planning of works to remove peaks and troughs for production
- Produce three-week programme for discussion in weekly programme meeting
- Produce a monthly forecast of work in hand for area.
- Complete Weekly Material & Resource Forecast Sheet
- Review operational procedures with team to develop best practice.
- Manage operations to ensure best use of resource.
- Manage KPI's with Supervisors and foreman.
- Fully implement operational excellence ethos with supervisors and foremen.
- Raise Site Communications with client
- Review Daily Diary Sheet to ensure correct materials & resource
- Manage cost/value process to ensure effective weekly review of performance.
- Review contracts with Operations and Commercial teams monthly in line with MSM.
- Review Daily Diary Sheet to ensure correct materials & resource
- Review handover file and confirm acceptance
- Report absence and manage with HR
- Set objectives and undertake 6 monthly reviews
- Attend Supervisors / Foremen's meeting
- Investigate Workmanship NCRs
- Manage direct reports (Supervisors) for absenteeism, objective setting and performance review

You will have:

- Environmental Awareness
- Knowledge/Understanding of CDM Regulations
- Knowledge/Understanding of Standards and Specifications
 - BS 594987:2015
 - Manual of Contract Documents for Highways works (MCHW)
 - Design Manual for Roads and Bridges (DMRB)
- Competence in the use of Microsoft office suite
- Effective Auditing skills

Experience and qualifications:

We need you to have:

- CSCS
- NVQ Level 4 in Construction Site Management (or related discipline)
- SMSTS
- NRSWA (New Roads and Street Works Act)
- IOSH Managing Safely