

**JOB TITLE:** Contracts Manager (Planned Maintenance)

**DEPARTMENT:** Housing, Property Services

**POST NUMBER:** 262

**GRADE:** 6

**ACCOUNTABLE TO:** Asset & Planned Maintenance Manager

**LOCATION:** City Offices or any of the Council's other centres.

**POST OBJECTIVES**

1. To act as project manager delivering against assigned works within the planned maintenance programme in line with performance measures.
2. To ensure works are completed with a zero-harm culture and mindset keeping Council Staff, customers and suppliers safe.
3. To work with our customers providing high levels of engagement, prior, during & post works.
4. To provide guidance and leadership to suppliers, colleagues and team members involved in your projects.
5. Work collaboratively with internal and external stakeholders to deliver appropriate project outcomes.
6. To operate in accordance with the CDM Regulations 2015, Building Safety Act 2022 and other industry appropriate legislations/ standards.

**SPECIFIC TASKS:**

1. To ensure works are delivered efficiently and effectively meeting the desired outcomes of the project.
2. Monitor, and be accountable for, the performance and productivity of staff, (Surveying Support Officer) and contractors.

3. Operate in an effective review cycle of how works are completed / scopes to ensure we are operating with best practice / future proofing in mind.
4. Implementing effective measures and controls to ensure that targets are met against delivery programs.
5. Ensure complaints and all other incoming correspondence are dealt with in a professional, timely and comprehensive manner.
6. Oversee specialist areas of work, and through active engagement of families, develop new and innovative improvements to service provision.
7. Contribute to the development of expertise in the technical and contractual aspects of procurement to achieve value for money.
8. Ensure all systems / works are undertaken in accordance with all statutory requirements, industry codes of practice and the Council's Constitution.
9. To develop positive working relationships and partnerships with a wide range of stakeholders to ensure that the Council actively leads and responds to new challenges.
10. Implement appropriate site induction / guidance to create the correct safety culture.
11. Assist in ensuring stock condition surveys and other asset management initiatives are managed and conducted efficiently and effectively.
12. Contribute to the future development of Planned Programmes using effective tools / information to reinforce required works/ spends.
13. To undertake any other duties commensurate with the post.

## **Health and Safety**

Every employee while at work has a duty to take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

## **Equality**

Winchester City Council bases its employment practices on the concept of equal opportunity. As an equal opportunity employer the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

## **Safeguarding**

Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

Signed .....

Dated .....

(August 2025)



**Winchester**  
City Council

## PERSON SPECIFICATION

**JOB TITLE**

**Contracts Manager**

**POST NO:**

**262**

**DIVISION:**

**Property Services**

**DATE: August 2025**

Requirements		Weighting	Assessment Method
Skills	Communications - Good communicator with highly developed influencing,	3	A/I

	counselling, advocacy, negotiating and persuasive skills	3	A/I
	Self Motivation - A positive commitment to the service and an ability to exercise discretion and initiative over a broad area of activity, with little access to others	3	I
	Customer Focus - A positive attitude in dealing with all customers and a commitment to improving services to tenants and leaseholders	3	A/I
	Precision – A good eye for detail and an emphasis on precision and accuracy	2	I
	ICT – well developed systems skills and a confidence in ICT	3	I
	Project Management – A strong emphasis on organisation and an ability to work to targets.	3	I
	Financial Management - good level of financial competency, expenditure accounting and general office management capability		
Experience	At least 5 years' experience of working in the social housing maintenance sector	3	A/I
	At least three years' experience of managing a maintenance programme across a significant asset base	3	A/I
	Substantial experience in contractor partnership working.	3	A/I
	Experience of developing customer focused services	3	A/I
	Experience of procurement and modern procurement methods	3	A/I
	A broad knowledge of housing operational services and a strong appreciation of associated legislation	2	I
		2	A/I

	<p>Evidence of cross-sector partnership working and delivering services through others or on behalf of partner organisations</p> <p>Operational knowledge of Housing ICT database systems and other support systems such as workflow, document management and Microsoft office products.</p>	2	A/I
Personal Qualities	An ability to bring forward solutions, not problems.	2	I
	Ability to engender positive, but professional, working environment.	3	I
Specific Job Requirements	Full driving licence	3	A
	Able to work flexibly and outside of normal office hours when required	3	I
Qualifications	Professional member of RICS or CIOB, or other appropriate relevant professional qualification.	3	A
	Industry recognized education, or equivalent through relevant training/experience	2	A

<i>Weighting</i>					
3 – Essential for the successful performance of the job 2 – Desirable but can be achieved through on the job training or experience 1 – Useful but not essential for successful performance of the job					
<i>Assessment</i>					
Application Form	A	Interview	I	Tests	T
References	R	Presentation	P	Evidence of Qualifications	Q