

JOB TITLE: Contracts Manager (M&E Compliance)

DEPARTMENT: Housing, Property Services

POST NUMBER: TBC

GRADE: 6

ACCOUNTABLE TO: M&E Compliance Manager

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

POST OBJECTIVES

1. To act as Contracts 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.

SPECIFIC TASKS:

1. To supervise contractors, engaged by the Council on all classes and types of work and complexity, both major and routine works on improvement and modernisation. All works to be supervised so as to obtain high standards of workmanship, reflect good practice, and uphold safety standards.
2. To be responsible for the Council's heating systems to include solid fuel, Gas, ASHP (Air Source Heat Pumps) and Electric service contracts, ensuring compliance with safety checks and associated contracts administration.

3. Site supervision of schemes prepared by the Council's own staff or consultants.
4. Close liaison with both Contractors and Contract Administrators to insure the smooth running of Contract delivery.
5. Attendance at site meetings, normally with a Contracts Manager, and or other Council representatives.
6. The maintenance of detailed records of works, manpower, health and safety issues and conditions on site.
7. Liaison with other Surveying Support officers to ensure that common standards of workmanship and practice are achieved throughout the Council's work.
8. To keep up to date with new developments within the construction industry and be familiar with new materials and methods of working.
9. To keep well informed on all legislation and legal aspects concerning the provision of an effective maintenance service.
10. To encourage and participate in the interdivisional liaison within the department, and interdepartmental liaison, and contact with outside bodies as required.
11. Responsibility for the organisation of overseeing the maintenance and repair of Council's owned properties, in an efficient and effective manner.
12. Ensure all systems and works are undertaken in accordance with all statutory requirement, industry codes of practice and the Council's Constitution.
13. Work closely with the Compliance Officer to ensure all Health & Safety issues are risk assessed and then coordinated and managed appropriately.
14. To undertake any other duties commensurate with the post.

Signed

Dated

(August 2025)



JOB TITLE

M&E Contracts Manager

POST NO:

TBC

DIVISION:

Property Services

DATE: August 2025

Requirements		Weighting	Assessment Method
Skills	Communications - Good communicator with highly developed influencing, 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	A/I
	Customer Focus - A positive attitude in dealing with all customers and a commitment to improving services to tenants and leaseholders	3	I
	Precision – A good eye for detail and an emphasis on precision and accuracy	3	A/I
	ICT – well developed systems skills and a confidence in ICT	2	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	3	I
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 program 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
	Evidence of cross-sector partnership working and delivering services through others or on behalf of partner organisations	2	A/I
	Operational knowledge of Housing ICT database systems and other support systems such as workflow, document management and Microsoft office products.	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 license	3	A
	Able to work flexibly and outside of normal office hours when required	3	I
Qualifications	Professional member of a recognized body and qualified in one or more of the big 6 compliance areas.	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					
<i>Assessment</i>					
Application Form	A	Interview	I	Tests	T
References	R	Presentation	P	Evidence of Qualifications	Q