

CAREER PROFILE

CONTRACTS MANAGER

**HOBSON
PORTER**

What do they do?

The Contracts Manager is responsible for the overseeing of projects and will be responsible for several projects. Managing the construction schedules and assisting the team with achieving budgets, timescales and quality of projects always considering health and safety.

Day to day activities may include:

- Overseeing, motivating and encouraging internal and external project teams
- Managing construction schedules and budgets
- Dealing with any unexpected costs
- Identifying and avoiding errors and reducing financial risk during construction
- Reviewing costs with Quantity Surveyor
- Working with Clients to ensure that their expectations are met
- Reducing health & safety risks
- Attending site meeting to monitor progress
- Acting as the main point of contact for Clients, Site and Project Managers
- Liaising with technical, financial staff, subcontractors, legal teams and the Client's own representatives
- Ensuring the project complies with building legislation and codes of practice relating to design

Routes to become a Contracts Manager

There are various routes to become a Contracts Manager these include:

- University - BSc in Construction with contract law
- College - HNC/HND in Construction Management
- Apprenticeship - Higher level or degree apprenticeship in Construction Management

- Direct Employment with training

Skills required

- An understanding of the construction industry
- An understanding of legal documentation and construction contracts
- Able to offer new ways of doing things
- High attention to detail
- Able to use own initiative
- Persistence and determination
- Excellent team working, communications and presentation skills
- Strong Leadership and motivational skills
- Business management skills
- Project management
- Strong maths and IT skills
- Problem solving and negotiation skills

Career path and progression

Progress into Senior Construction Management, including Construction Director/Manager

Salary

Salaries for this role are dependent on experience.

Examples are as follows:

- Newly trained Contracts Manager £25,000 - £35,000
- Trained with experience Contracts Manager £35,000 to £45,000
- Senior, Chartered or Master Contracts Manager £45,000 to £70,000

Working hours and environment

Standard hours Monday to Friday - occasional overtime to meet deadlines. Mainly visiting sites with office attendance

 **FOUNDATIONS**



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