

JSD is seeking an experienced **Contract Manager** to join its team. The location of the position will be at the head office located in Portlaoise, Co. Laois. The position will report directly to the Managing Director.

Responsibilities of the Contracts Manager include the financial monitoring and control of the contracts, ensuring Health, Safety, Environmental and Quality compliance is maintained, and the Company's procedures and objectives are achieved. They also include, Performing the duties required by the QEHS Management System.

Key Responsibilities:

Programme Planning:

Plan projects and ensure they are programmed to a level of detail necessary for the site team to deliver the scheme without delays.

Ensure procurement and reconciliation of materials is carried out in accordance with Company procedures to best value and to prevent delays.

Ensure site team compliance with Company commercial policies and procedures.

Attend tender handover meetings and deliver pre-start meetings to the site team.

Ensure a commercial plan and end of life forecast is in place and monitored monthly for the successful commercial delivery of the project.

Produce and analyse progress reports, updated costs and forecasts.

Ensure correct commercial engagement of sub-contractors.

Implement the risk management process, review risk register and check risk controls.

Review the progress regularly with the project teams, implementing necessary actions.

Complete and distribute the Contract Initiation/Completion form for each project.

Ensure weekly review of progress, budget resources and forward planning are carried out, and lookahead programmes are in place.

Chair and attend internal and external meetings and ensure the production of accurate records of any discussions and actions.

Ensure timely management of both temporary and permanent design to meet the requirements of each project.

Health, Safety and Environmental:

By example, set the highest possible standards of leadership in promotion of QEHS procedures and best practice, ensuring compliance with Company procedures and legal obligations.

Allocate QEHS responsibilities and duties for site personnel, check understanding and provide training as necessary.

Maintain and manage construction sites and sub-contractors, ensuring all sub-contractors follow JSD Contracting procedures and processes.

Oversee and ensure that QEHS-related documents are kept up to date and undertake site inspections, ensuring that audits and reports are produced, liaising with the necessary parties.

Liaise with third parties to ensure compliance with all required regulatory standards.

Quality:

Ensure that the QA File is produced and maintained.
Establish and promote best practice.
Performing the duties required by the QEHS Management System.

Customer Relations:

Build and maintain relationships with both the client and external customers.
Chair and lead meetings with the customer and report on progress to date.
Ensure that works are carried out in a manner which minimises community impact.

Key Measures & Targets:

Adherence to all deadlines set and Business Unit objectives.
Ensure final accounts are completed upon construction completion.
Monthly and weekly reporting timescales are met.
Deliver projects without safety incidents, within time and to budget.

Requirements:

Extensive experience of managing projects within the construction environment.
Good working knowledge of contract conditions, H&S regulations, building standards, design management, programme and risk management and cost control including forecasting, actual cost and value reporting.
Experience of MS project.
Experience of Pre-Qualification and Tendering process for a number of multi-discipline projects.
Excellent people management skills with the ability to influence and mentor.
Excellent verbal and written communication skills, with both customers and all levels of staff.
Problem solving skills and analytical thinking.

Education: Educated as a minimum to Degree level 8(or equivalent)

Licenses/Certificates: Full Driving Licence, Managing Safely in Construction card

Experience: Minimum 10 years construction management experience

Applications are invited in the strictest of confidence. JSD is an equal opportunities employer. Forward applications to info@jsdcontracting.ie