

JSD is seeking an experienced **Contracts 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 contract monitoring and control of the Programme, 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. Reporting directly to the Contracts Director and will work in line with the Commercial Directors team.

### **Key Responsibilities:**

#### **Programme Planning:**

- Programme and plan projects to a level of detail necessary for the site team to deliver the scheme without delays. Overall responsibility for the construction programme.
- Identification of risks to the Construction programme.
- Ensure procurement and reconciliation of materials is carried out in accordance with Company procedures to achieve best value and to prevent delays.
- Identify Design changes and issuing detailed reports to the Commercial department.
- Ensure site team compliance with Company commercial policies and procedures.
- Attend tender handover meetings and deliver pre-start meetings to the site team.
- Produce and analyse progress reports for design team and directors.
- Ensure correct engagement of sub-contractors (pre-start/workshops/technical submittals).
- Review site progress regularly against the contract programme with the project teams and implement any necessary actions.
- Constantly review project progress, budget and resources
- Ensure accurate lookahead programmes are in place for forward planning.
- Attend (and chair where required) 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.

**Design Team Relations:**

- Build and maintain relationships with both the client and design team members.
- Chair and lead meetings with the design team and prepare project reports.
- Ensure that works are carried out in a manner which minimises community impact.

**Key Measures & Targets:**

- Adhere to all deadlines set and company objectives.
- Ensure 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 of similar scale and value.
- Good working knowledge of contract conditions, H&S regulations, building standards, design coordination and construction technology.
- Experience of MS-Project, MS-Word, MS-Excel, and Outlook.
- 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](mailto:info@jsdcontracting.ie)**