

ROLE PROFILE

ROLE TITLE	Contracts Manager
DEPARTMENT	Business Development
OPERATING ASSOCIATION/ DIRECTORATE	Orbit
RESPONSIBLE TO	Development Contracts Director
RESPONSIBLE FOR	None

ROLE PURPOSE	<i>One or two sentences giving a simple statement of why the role exists</i>
<p>To manage the procurement of contracts to deliver development schemes, to ensure that designs, specification and contracts are in accordance with the Group's Design Brief and Standing Orders and that the schemes are delivered on time, within budget and to the highest standard of quality.</p>	

ACCOUNTABILITIES / RESPONSIBILITIES	<i>Statement of the main areas of accountability and responsibility</i>
<p>Responsible for:</p> <ul style="list-style-type: none"> • ensuring that proposed development schemes meet the technical standards of design and quality required by the Group and for providing technical advice and support to other team members • managing tendering processes and negotiating building contracts in compliance with requirements and guidance set by the Group • financial and technical administration relating to schemes under construction and disseminating management information to internal teams • regularly monitoring quality, cost and progress on site to ensure compliance with the standards required by the Group • ensuring that completed dwellings are handed over to internal teams with all relevant documentation in accordance with procedures set by the Group • dealing with customer enquiries and monitoring the performance of contractors relating to defects • appraising the performance of consultants and contractors and conducting project review on completion of each scheme 	

KNOWLEDGE/SKILLS/EXPERIENCE/PHYSICAL REQUIREMENTS	<i>The tools needed to do the role</i>
Essential	<ul style="list-style-type: none"> • Knowledge and experience of building technologies, quality control procedures and best practices in building construction.

	<ul style="list-style-type: none"> • Working knowledge of Building Regulations, Health and Safety Regulations and other legislation relating to the house building industry • Previous employment in a similar contracts role. • Experience of building contracts and their administration on building projects • Membership of Royal Institution of Chartered Surveyors or Chartered Institute of Building or Royal Institution of British Architects, or equivalent by experience • Experience of working for registered providers • Experience of new build houses and flats • Knowledge of JCT contracts and Development Agreements
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Orbit is an Equal Opportunities Employer and all staff are required to read and adhere to Group and local policies and procedures relating to Equality and Diversity

Orbit requires all employees to read and adhere to Health and Safety policies and procedures

Orbit requires all employees to read and adhere to all Orbit policies and procedures and Standing Orders.

Signed by Employee		Date	
Signed by Manager		Date	