



## DETAILS

<b>Job Title</b>	Contracts Supervisor
<b>Reporting to</b>	Contracts Manager
<b>Depot</b>	Newton Aycliffe, County Durham

## THE ROLE

You will plan and co-ordinate works on our schemes and be the main contact point for the client and operatives. You will take responsibility for the day-to-day organisation of works. Supporting the successful completion of works within agreed timescales, budgets, and standards.

You will be primarily based in the Newton Aycliffe depot with national 'Site-based' requirements dependant on our scheme.

## A TYPICAL WEEK MIGHT INVOLVE

- Assisting the Operations Manager and Contracts Managers with the day-to-day organisation of resources
- Taking ownership of Contracts and planning the safe delivery of the scheme
- Reviewing Operatives Progress/ Site Diaries and Signing off Timesheets
- Attending client meetings
- Preparing and briefing the Job Packs for the Site Operatives
- Liaising with the on-site teams to update progress reports and feed the resource requirements into the Programme
- Flagging up additional works with the client and preparing the information for the Commercial team
- Writing RAMS and preparing Health & Safety documentation. Ensuring the H&S procedures within the RAMS are then implemented on site
- Checking the material orders with the Procurement team and organising their deliveries to sites.
- Document control. Comparing latest revision drawings against the tender documents and submitting the change in works information to the commercial team
- Briefing "Toolbox Talks" and carrying out Site Safety Audits
- Maintaining an up-to-date material stock list in support of the Storeman

As a rapidly growing business, no two days are ever the same so what you do will vary. The nature of our business and the pace we move at also means that priorities do change, and you will need to be comfortable with this.

## APPLY IF YOU ARE

- Great at prioritising effectively, and able to deal with multiple responsibilities and deadlines
- Experienced in Civils, Street Lighting, Technology Works, or Traffic Sign Contract Management
- A strong communicator and able to build strong relationships with people at all levels
- Details orientated and able to identify improvements needed

Document Owner	Location	Document Ref	Date Reviewed
Harri Smith	Resource Management	HR/JobDescription/Administrator	24/06/21

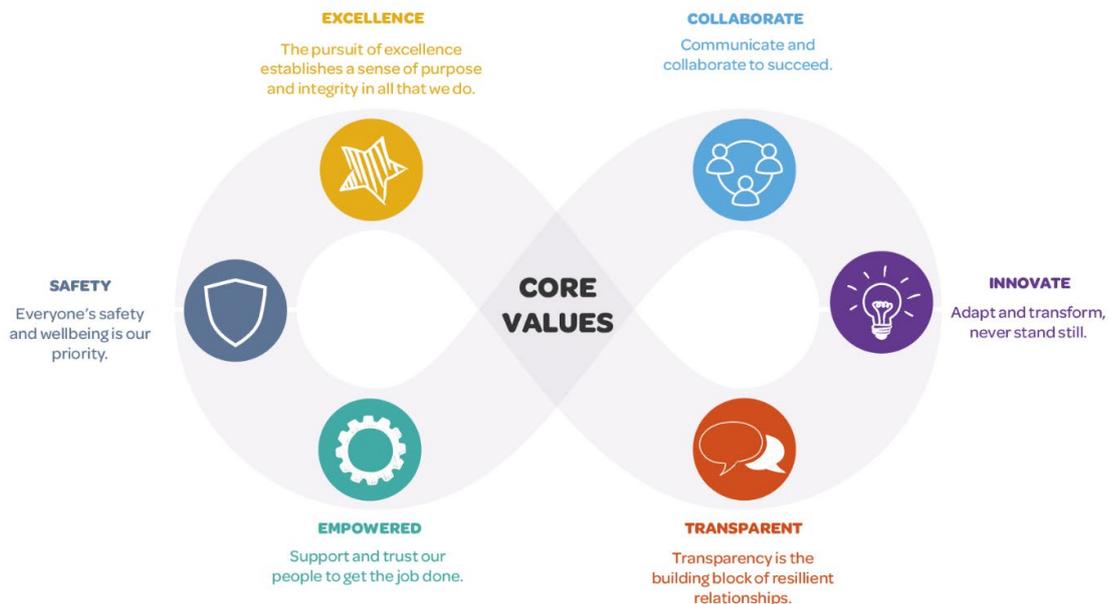


- Great at managing your time effectively
- Looking for a busy environment
- A strong leader
- Proficient in Microsoft Office
- Willing to travel
- A good team player

### WHY US?

We are a growing business, and we are doing big and exciting things. We are looking for likeminded people who want to grow with us and be part of our journey and in return we offer a collaborative working environment where we encourage and support continuous improvement and career development.

Our values underpin how we work and act and are crucial to our ongoing success.



We want applicants from all backgrounds and walks of life. We aim to be an equal opportunities employer and want to create a diverse workforce and inclusive environment free of discrimination and harassment.

We are committed to equal opportunities throughout employment, including remuneration, recruitment, training, and promotion of staff. We are dedicated to candidates being treated equally and assessed in accordance with their skills to perform the role we are recruiting for, and that no candidate or employee receives less favourable treatment or is unlawfully discriminated against on grounds of age, disability, gender, marital status, pregnancy, race, religion, belief, sexual orientation, or any other protected characteristic. If there is anything you need to participate fully in the interview process, we want to help so please include it in your application.

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