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| Title of Position: | M&E Contracts Manager – Elec Bias (M&E Installation) |
| Based at: | Head Office/Site Based |
| Reporting to: | Senior Contracts Manager (M&E Installation) |
| Direct Report(s) | 2-6 staff |
| Working Relationships: | Clients, Clients & Suppliers |

About Us

Established in 1759, Sykes & Son Limited is the UK's oldest independent building contractor. Trading for over 265 years, Sykes has evolved from a small specialist contractor – a glazier, plumber, decorator and small builder – into a medium sized, multi-discipline contractor with an annual turnover of £30m.

The company has three main workstreams: Building, Mechanical & Electrical and Maintenance. This diversity of self-delivered services allows us to offer a “one stop shop” solution to our clients. Furthermore, we have the flexibility to carry out minor works through to multi-million-pound projects.

We are incredibly proud of the part that we have played in restoring, building, refurbishing and maintaining our capital's heritage over the years. From royal palaces to world renowned museums, galleries and universities, we continue to forge long-term working relationships at London's finest buildings.

Role Summary & Purpose

The M&E Contracts Manager – M&E Installation, will be accountable for a number of allocated projects (subject to project values, programmes and complexities). The M&E Contracts Manager will be responsible for the delivery of designated projects in accordance with the agreed program ensuring that these are completed safely, and to budget. The Contract manager should ensure that profitability and customer satisfaction is maximised.

Through effective management of both specialist packages and internal resource the contract manager will maximise the delivery packages to achieve cost efficient completion and ensure all Health & Safety requirements are met and contractual obligations are fulfilled.

The Contracts Manager will be responsible for the project(s) from conception through to completion and final accounting.

This will include but not be limited to: -

- Managing / Supporting the tender submissions
- Managing / supporting project surveys and costing
- Managing the preplanning and sequencing of all project activities in line with the budgets and time scales
- Managing the project delivery through to project completion and sign off

Key Responsibilities and Accountabilities

- Establishment and control of the site team(s)
- Supervision of drawing production and technical.
- Selection of sub-contractors and suppliers with the Senior Operations Manager, other management colleagues and with Client approval
- All aspects of Health and Safety supported by our QHSE Manager.
- Attending site meetings is required.
- Ensuring quality and quantity of materials, equipment and personnel are maintained at the correct levels for installing all services and executing the work in a timely manner.
- Supervision of the delivery and distribution of plant and major equipment.
- Carry out regular site inspections both in-house and with Client/ Design team representatives to ensure the correct quality of installation.
- Ensuring effective planning and provision for the commissioning process.
- Liaise with Client/Design team representatives.

Planning and logistical considerations will be paramount to the successful execution of all projects. For this reason, one of the primary functions of the Contracts Manager will be to liaise with the customer to ensure the most effective sequencing and information flow.

These activities will include: -

- Detailed Planning of Pre-Installation Activities.
- Compiling of Contract Programs.
- Sequencing and monitoring plant and equipment deliveries.
- Planning of Sub-Contract and Specialist activities.
- Monitoring Contract Programs.
- Process/action of Progress Reports, RAMS/CPPs and all associated and relevant documentation.

The Contracts Manager will be responsible for the effective cost control of the project(s) and will manage the following: -

Setting up Contracts

- Contract Documentation
- Tender Appraisals
- Valuation Format
- Expenditure/cashflow

Contract Administration

- Interim Applications
- Budgeting/Commercial experience
- Interim Statements/Costs Plans
- Sub-Contracts/Major Suppliers Administration

- Progress/Targets Appraisals
- Formal Notifications
- Financial Reporting (internal)

In summary the candidate is required to have:

- 5 years minimum project management experience
- Solid background with a reputable, industry recognised M&E contracting business.
- Good commercial acumen/estimating skills.
- Good design and technical capabilities
- A personable approach and be client facing.

Key Dimensions

- Accountable for the delivery of £2-3m project(s) value annually
- Demonstrate 5 years' project management experience in a similar environment
- Demonstrate good commercial acumen / estimating skills
- Demonstrate practical system design knowledge in Mechanical / Electrical Field
- Demonstrate good site management skills in terms of driving and supporting safe systems of work
- Strong communication skills and work ethic
- 5 years minimum project management experience
- Solid background with a reputable, industry recognized M&E contracting business.
- Good commercial acumen/estimating skills.
- Good design and technical capabilities
- A personable approach and be client facing

| Personal Attributes / Aptitudes and Skills | Essential | Desirable |
|---|-----------|-----------|
| Electrical, Mechanical or Building Services Engineering. HNC or Equivalent | X | |
| NVQ 4 or above in Management & Leadership area with Finance Management | | X |
| Capable of costing Small to medium size projects | X | |
| A proven track record of delivery within the M&E Project / Installation sector, projects up to c£1m | X | |

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| Knowledge of MTC, JTC and NEC forms of contract, included experience of supporting project bid submission in terms of costing against NSR | X | |
| IOSH Working / Managing Safely, Safe system of Work Procedure – PTW; RAMS etc. | X | |
| Leadership experience combined with good Mechanical or Electrical technical knowledge | X | |
| Proven experience as Contracts / project Manager across multiple projects within an SME business | | X |
| Clear and confident written and verbal communication skills | X | |
| Knowledge and skills to effectively problem solve | X | |
| High level of self-motivation, organisational ability and drive to meet deadlines | X | |
| Commercial Aptitude, demonstrate the ability to manage commercial disputes both financial and operational | X | |
| Negotiation skills | X | |
| Customer Care / Satisfaction Skills in a client facing environment | X | |
| Strong presentation skills, with the ability to effectively create and deliver effective written reports and verbal presentations | X | |
| Excellent leadership skills, with the ability to positively influence delivery teams and customers | X | |
| Excellent knowledge of Health, Safety and Compliance legislation relating to the buildings services industry | X | |

| Competencies | Level 1 – not required Level 2 – rarely required Level 3 – sometimes required Level 4 – required most of the time Level 5 – required all the time | | | | |
|------------------------------------|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 |
| Technical | 1 | 2 | 3 | 4 | 5 |
| Communication - Internal | 1 | 2 | 3 | 4 | 5 |
| Communication – External Awareness | 1 | 2 | 3 | 4 | 5 |
| Teamwork | 1 | 2 | 3 | 4 | 5 |
| Resource Management | 1 | 2 | 3 | 4 | 5 |

| Benefits |
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| • Life Assurance |
| • 25 days annual leave + Bank holidays |
| • People’s Pension Scheme (EE 5%, ER 3%) |
| • Private Medical Insurance + Medicash |
| • Cycle to Work Scheme |
| • Access To Mental Health First Aider |
| • Refer a Friend to Work Scheme |
| • Discretionary Bonus |
| • Professional Development |
| • Occupational Health Support |
| • Employee Assistance Program |

If interested, please email your CV to careers@sykes1759.co.uk