**Why Nexus?**

Metro and the wider public transport network is the life blood of North East England. Nexus and the people who work for us are the heart of that network, keeping millions of customers on the move. We make sure our customers are at the heart of everything we do, and we employ c.1000 employees to ensure they all have a great experience, no matter where their final destination.

**The role – Contract Support & Assurance Manager**

To lead in the Contract support and development of the Safety, Quality and Environmental arrangements relating to Asset Renewal Programme works undertaken by the Capital Delivery Team.

You will lead the Capital Delivery Contract support team in the delivery of complex multidisciplinary engineering works including challenge and evaluation of project programmes and to develop and maintain cost loaded schedules for each scheme on a periodic basis as part of a reporting cycle which will involve the Project Management Office (PMO).

**The person**

We are looking for someone to lead the Capital Delivery Contract support team in the production of financial forecasts and estimates, preparation of tender/contract documentation, the development and management of estimating databases, metric, programme planning & forecasting including the identification and mitigation of risk.

You will be educated to degree level or equivalent in a relevant subject.

You will have knowledge of the Railway Environment, experience in safety, quality assurance and auditing and have excellent knowledge of Health and Safety Legislation.

Proven Team leadership and resource management skills are essential, as are strong business analysis skills, and financial management skills. A driving licence is essential.

More information can be found in the job description and person specification.

* be employed within the Council or a local business we work with
* earn a wage not less than the minimum wage for an apprentice / my age
* follow a structured training programme
* receive both on and off the job training
* develop their skills to ensure they can do the job well

As an apprentice, you’ll undertake your programme during your normal work time. Your employer will be expected to release you to study at least one day a week in our training centre as part of your paid time at work.

Although the programme can be demanding, it is also extremely rewarding and career progression for apprentices is excellent. Over 90% of our  apprentices move into a higher apprenticeship or full employment on completion. **What can Nexus offer you?**

* Salary £37,521 to £56,287 pa plus standby allowance
* 27 days annual leave, plus bank holidays
* 36 hours per week and the opportunity to work on a flexi basis, within the demands of business need
* A suite of work life balance policies, including Homeworking Policy
* You will be automatically enrolled into the Local Government Pension Scheme (LGPS) Contributions are **6.8% to 8.5%** of Gross Pay.
* Free travel within Tyne and Wear on Metro, Buses and the Shields Ferry
* Access to an Employee Assistance Programme and a healthcare scheme for you and your family.

**How to apply**

Please send completed application forms to recruitment@nexus.org.uk

Closing date for application is **16th December 2020**

If offered a position with Nexus, we will provide a conditional offer subject to passing a satisfactory medical assessment by a Nexus specified Medical Officer, satisfactory references and evidence of relevant qualifications.

**Other information**

Nexus is doing everything it can to review and respond to how we approach our selection and induction processes during the Covid-19 pandemic.

At Nexus, the safety of our employees is the first thing we consider every day and we are being as flexible as we can to make the recruitment process as safe and as smooth as possible.

The spread of Coronavirus presents new challenges in making sure our workforce is protected, while we continue to provide safe public transport for our passengers.

We follow closely the advice from Public Health England and update our risk assessments regularly in line with the evolving detailed Government guidance to keep our employees safe.

Nexus work within a suite of policies, which will be available to you when successful in a position.

**Come and be part of our story**

