



Job profile

Contract Agent - Capital works

Grade I SCP 28 - 31 £32,234 - £34,728

Group: Housing, Environment and Healthy Communities

Service: Gateshead Construction Services

Location: Shearlegs Road

Line Manager: Service Manager - Capital Works

Car User Status: Casual

Job Purpose

The role of the Contract Agent is to manage and co-ordinate a range of works schemes covering all disciplines, as part of the wider Capital Works team. You will be allocated individual construction projects to manage as a site number 1 taking responsibility for the effective delivery of construction projects operationally, completing them safely, to the agreed specification and to programme.

The key roles of this post will include:

1. To undertake the day-to-day management and co-ordination of a multi-disciplinary team engaged in the delivery of construction projects.
2. Support, develop and coach team members to achieve set objectives including managing attendance in line with company policies and procedures.
3. To work in partnership with Human Resources and Organisational Development to seek appropriate advice, guidance and support where necessary to ensure employee matters are managed in line with company policy and procedure
4. Management of Subcontractors and co-ordinate their works day to day in-line with the project programme
5. To assist in the preparation of programmes for construction projects and keep these updated throughout the project.



6. To monitor and manage the progress of projects against programme to ensure that projects are delivered on time, within specification & budget and to the clients satisfaction.
7. To ensure compliance with appropriate specifications and carry out all appropriate testing for compliance.
8. To deliver quality services within an appropriate framework
9. To be pro-active in all aspects of safety management by complying with current legislation, including the CDM Regs in order to promote a culture of good health & safety practice within the working environment.
10. To demonstrate a positive, diverse and inclusive attitude to both internal and external customers and colleagues
11. Such other responsibilities allocated which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge

- Principles of Construction
- Health & Safety regulations, including CDM Regs
- IT literate
- Project/Programme Management
- Relevant legislation
- Understanding of equality and diversity legislation
- Good verbal communication Skills

Experience

- Managing, coaching and developing teams and individuals
- Financial control of construction projects.
- Managing, coaching and developing teams, individuals and sub-contractors on site
- Project/Programme Management
- Relevant on-site managerial work experience
- Renovation works on occupied and non occupied properties

Qualifications

- HNC in Construction Management or equivalent qualification in a construction related subject or extensive experience working at a similar level.
- CITB Site Safety Certificate or equivalent
- CSCS card appropriate to level for position and responsibility
- Driving Licence

Desirable:

Knowledge



- Knowledge of PAS2035
- Civil engineering projects

Experience

- Contract Administration
- IT Literate
- Use of MS Project
- Good written communication skills
- Use of project management methodology in a practical environment

Qualifications

- Relevant professional/managerial qualification
- HND In Construction Management or equivalent in construction related subject
- Prince 2 Project Management
- Temporary works coordinator
- NEBOSH Certificate in Construction
- Trained first Aider
- Scaffold Inspection



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences
Developing Teams and Individuals	Promotes and supports team and individual learning and development and uses delegation to create a sense of ownership of high level organisational issues, and encouraging individuals to stretch beyond their current capabilities
Managing Performance	Effectively manages the performance of teams and individuals to ensure results are achieved
Personal Impact	Is self-aware, learns continuously and adapts behaviour in response to feedback. Makes things happen, operates with resilience, flexibility and integrity
Making things happen	Empowers people to initiate change. Supports innovative ideas and new ways of working