

Contracts Director – Job Description

Reporting to: Property Commercial Director

Remuneration: £65K per annum + Package

Job Summary

Reporting to the Property Director you will play an integral role in delivery of varied projects across our existing property portfolio in both social care and healthcare settings.

You will be instrumental in delivery large packages of work managing a team of facilities directors and regional facilities managers.

You will have a degree or equivalent qualification in a construction related subject and you will also be chartered with either the Royal Institute of Chartered Surveyors (RICS) or the Chartered Institute of Building (CIOB). You with have strong commercial acumen and a background in Quantity Surveying and/or Commercial Project Management and strong contractual skills. You will deliver sound commercial awareness and support to the team with a commitment to health & safety and risk management.

You will be a key member of the property team and have a hands on approach. You will help lead us to be the best in class bringing our facilities to the next level.

You will be able to drive projects forward with extremely difficult timescales and be able to manage a multiple stakeholders. You will be able to accurately communicate with the supply chain to get real time positions on projects.

You will oversee multiple projects nationwide and you shall be able to pick-up projects at any stage and run with these to completion in operational environments.

Ideally you will have experience working within live healthcare environments and understand occupied operational difficulties.

Responsibilities & Attributes

* Assist the Property Director and Property Commercial Director and the wider senior management team in providing guidance on all contract matters relating to the execution of environmental and construction works.
* Ensure that budgets are met and delivered at every stage of the project.
* Ability to identify commercial and contractual risks throughout the project lifecycle and manage those risks as required.
* Performance manage the facilities team.
* Ensure that robust processes are in place throughout the facilities team for the review and negotiation of commercial contracts and consideration of commercial issues; confidence to make suggestions for continuous improvement of processes in place in line with ever-changing business needs.
* Ensure that correct review processes and corporate governance guidelines have been followed and documentation completed prior to presentation of contracts for signature at the appropriate level.
* Provide general commercial advice and assist the business with the commercial considerations on projects.
* You will champion Health and Safety and ensure that we meet all statutory requirements and well as being a liaison with our internal Health and Safety team.
* Draft, evaluate and negotiate contracts and tenders including Master Services Agreements, project agreements and subcontract agreements.
* Assist the department ensuring quality administration occurs across the team.
* Complete contract reviews, passing more complex legal queries to the senior team for final review.
* You will ensure that projects are delivered to a high standard and close out in good time.

Health, Safety and Security:

All employees have a duty to report any accidents, complaints, defects in equipment, near misses and untoward incidents, following company procedures.

To ensure that Health and Safety legislation is complied with at all times, including COSHH, Workplace Risk Assessment and Control of Infection.

Company Values

Responsible for embodying, and encouraging others, the Company Values, using the behaviours identified for each value as a basis for decision making and your behaviour.

Equal Opportunities

It is the responsibility of every person to act in ways that support equality and diversity. Equality and diversity is related to the actions and responsibilities of everyone. You are required to carry out your duties in line with the company’s policies and procedures, including relevant legislation, to deliver and promote inclusion and equity in treatment of colleagues and those within our care and access to opportunity at work at all times.

Mandatory Training

Be aware of and undertake mandatory and other training requirements necessary for the successful and safe performance of your job, including relevant updates.

Any other duties necessary for the successful performance of the role.

Cygnet expects the successful individual to further learning and education including keeping skills up to date where required.

Key Skills & Experience

* Track record of delivering this job role as well as managing senior team members.
* Good communication and interpersonal skills capable of maintaining strong relationships internally and externally.
* Proven knowledge and experience of contract structure and documentation.
* You will be a self-starter able to work independently and within a team environment.
* Strong organisational and multitasking skills. Planning and organisational abilities, able to prioritise workload accordingly and work independently.
* You will offer up a pragmatic, solutions focused approach.
* Excellent analytical and problem-solving abilities.
* Ability to deal with high paced demands with conflicting deadlines.
* Confidence to interact with senior management.
* Documentation management and ability to use project management tools and the desire to develop, learn and master new company systems.
* You will have an attention to detail, excellent follow through.
* You will thrive in fast paced, high pressure environments.
* Strong time management skills and proven track record of removing obstacles to achieve deadlines and ideal outcomes.
* You will be performance driven and want to develop your skills to progress and develop within the business.
* This is a big challenge and why we need people committed to bringing their best, who deliver on their promises. People who value different perspectives, build sustainable relationships and dare to shape the future of mental health. People who seize the experiences available to transform mental health environments.

Location

This is a National role which requires regular presence on site across the portfolio and a will require weekly overnight travel and for this reason the applicants base/office location is not stipulated and elements of home working will be expected.

Full clean driving licence required and own vehicle.