

## Job Description

### Contract Manager

New **Incumbent** HokitikaFinancial Delegation  Report to **Functional Relationships Internal**  
  
  
  
  
**Functional Relationships External**  
  

### Objective

1. Manage contracts within the Westroads group
  - Construction Contracts - Roothing
  - Construction Contracts - Drainage
  - Construction Contracts - Carparks, Driveways etc
2. Adhere to all Health and Safety policies and directives
3. Adhere to all Quality assurance policies and directives
4. Lead by Example
5. Train and supervise all your reporting staff

### Conduct

- Live the Westroads Values
- Tidy business dress is expected including wearing company branded clothes where provided
- Use socially acceptable language, especially when working in public locations
- Be courteous and polite to workmates, customers and members of the public at all times
- Racial, sexual or any other form of discrimination is not acceptable
- Conduct yourself in a way that lifts the company's reputation
- Do not engage the media nor make statements on behalf of Westroads

### Work tasks

**Contract Management**

- Understanding tender / contract requirements
- Quote / Price and deliver
- Setting out and measurement of completed work
- Ordering of materials
- Planning and delivery of forward works programmes
- Resource allocation (staff, plant and equipment)

**Staff Management**

- Supervision of staff
- Identify training needs
- Support performance appraisals
- Ensure staff are fully trained and competent to do the work

**Quality Assurance**

- Adhere to contract specifications
- Adherence to Client Specifications
- Adherence to Company Policy
- Adherence to Quality Management Procedures
- Ensure compliance with Health & Safety in all tasks

#### Reporting

- Monthly programming and reporting
- Weekly progress reporting to Branch Manager

#### Audits

- Visit site as per company policy
- Undertake site / traffic audits as per company policy

#### Other

- Other duties and task throughout the West Coast as may be required.

### Health and Safety

- Understand your responsibilities under the Health & Safety at Works Act 2015.
- Know and apply Westroads Health and Safety Manual and apply industry best practice.
- Manage risks so far as it is reasonably practicable.
- Provide instructions to employees about safe work procedures.
- Provide Health and Safety performance criteria for all work areas. Enforce all established safety regulations and work methods. Take corrective action as necessary to ensure compliance with the rules.
- Encourage actively the accurate and timely reporting and recording of all accidents, incidents and unsafe conditions.
- Investigate all reported accidents, incidents and unsafe conditions, to ensure all contributing factors are identified and, where appropriate, following through with required actions.
- Ensure all workers are appropriately trained in order to perform their duties in a safe manner.
- Provide an example for others by always directing and performing work in a safe manner.
- Conduct regular inspections of the work place for unsafe practices and conditions and ensure prompt corrective action.
- Be aware of the risk that exist for the short term, temporary and newly hired employee. Ensure that new employees receive detailed safety instructions before they are allowed to start work.
- Ensure Sop's are developed and used for all relevant work
- Attend and/or conduct regularly safety meetings
- Ensure all Contractors have been inducted and have supplied their companies' Health and Safety Policy and relevant qualification of their employees.

### Environmental

- Manage hazards that may affect the environment
- Ensure material safety data sheet(MSDS) are provided to staff

### Communication

- Establish and maintain effective working relationships at all levels within the company and externally with client representatives, authorities etc.
- Communicate stakeholder requirements to the appropriate staff members
- Contribute to planning meetings by providing accurate resource requirements
- Hold regular toolbox talks with crews/supervisors
- Keep comprehensive and accurate written records of communications with clients, client representatives, suppliers and sub-contractors

### Work Activities

- Limited work in all weather and traffic conditions and wears appropriate protective clothing
- Long periods of sitting
- Repetitive hand and arm movements possible.
- Mental activities necessary include practical, organisational and problem-solving skills.