

## Job Description



<b>Job Title: Contract Administrator (Building &amp; Construction)</b>	<b>Service Area: Property (Resources)</b>	
<b>Directorate: Resources</b>	<b>Post Number: 10023792</b>	<b>Evaluation Number: 6414</b>
<b>Grade: PO5</b>	<b>Date last updated: 20<sup>th</sup> May 2022</b>	

### **People at the heart of everything we do**

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

### **Equality and diversity**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

### **Protecting our staff and services**

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

### **Corporate parent**

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

## **Overall Purpose of Job**

Responsible for administering construction standard contracts, providing a contract specialism within the Capital Projects Team throughout project lifecycle of scoping / design / value engineering / rebuilding / refurbishment / remodelling projects, ensuring these projects are completed on time, within budget and to agreed quality standards.

Responsible for matrix management of the design team, Principal Designer, contractors and other specialisms related to delivery of the construction works.

Represent the Capital Projects Team and LBN at Design Team/Contractor meetings, ensuring that all technical and contractual aspects of the project are managed and delivered. Working with internal colleagues and external organisations as required ensuring successful project delivery.

To deputise for the Principal Contract Administrator in their absence leading and being responsible for all work related to the management of the construction works on site and contract administration of all projects with the Capital Projects Team portfolio.

Responsible for providing sound and expert technical advice and support to Project Managers and junior members of the team.

### **Job Summary**

- To provide expert technical advice to the Capital Projects Team and project stakeholders regarding the contractual and practical implications of various project options and to advise on project scope / methodology / materials / etc. in order to produce cost efficient solutions
- Responsible for the preparation of reports to senior managers and Board members on project progress, identifying any risks/issues, delays and budget concerns, along with advising on mitigation action such that informed decisions can be made at senior level.
- Responsible for presenting ideas on solutions for issues on site.
- Responsible for making decisions on site autonomously that allow the project to progress, whilst being mindful of budget constraints.
- Management of contractors to ensure delivery against programme.
- To act as the expert technical lead on all projects.
- Matrix management of professions/contractors working on projects.
- To liaise with relevant colleagues and external organisations to arrange feasibility and budget estimate work, fieldwork and research, site surveys, budget estimates, feasibility studies and cost advice, cost reconciliation and to manage construction works on site and in meetings with the contractor.
- To represent the Council as the lead officer liaising directly with contractors on all matters related to the contract, acting on own initiative, developing and maintaining effective relationships with them whilst ensuring that best value for money is obtained by the Council.

### **Key Tasks and Accountabilities:**

*Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.*

### **To undertake all responsibilities listed below:**

1. To work collectively and collaboratively and be an integral part of the Capital Projects Team.
2. Responsible for the preparation of specifications for tender including responsibility for commissioning external consultants and managing them to deliver their element of the tender documents in line with the project timetable.
3. To lead on and be responsible for quality checking all tender packages before publishing to ensure that contractors are able to price work correctly when tendering for construction projects.
4. Responsible for the administration of change control procedures of contractors when on site.

5. To lead and be responsible for translating client requirements into tangible Instructions for the contractor in line with the construction contract.
6. To identify issues on site, lead and come up with a solution and manage the contractor/consultant to complete these solutions in a timely manner.
7. To act as the Team and Council representative at contractor/design team/principal designer meetings, being responsible for arranging and chairing them, ensuring the meeting notes are provided in a timely manner and chasing up actions to ensure there are no project delays.
8. During regular site meetings to come up with solutions to problems whilst on site, instructing the contractor to complete said solutions and leading on ensuring they are followed up with Contractual Instructions to the contractor.
9. To identify any Contractual Omissions that need to be removed from the contract and monitor contract valuations to ensure the costs associated with such Omissions are removed from the contractor payments.
10. Responsible for the escalation of risks and issues to the Principal Contract Administrator/Senior Managers as soon as they arise so that timely action can be taken.
11. Responsible for matrix management of the contractor, Principal Designer, Design Team and other specialists, ensuring that regular site progress reports, health and safety reports, programme and cash flows are issued regularly for review.
12. To lead on reviewing cash flow forecasts with the Principal Contract Administrator and contractor.
13. Responsible for issuing Contract Instructions such as Variations, Extension of Time, Practical Completion, Making Good Defects Certificates, for example, to ensure good contract management processes are followed for every project.
14. Responsible for ensuring that all Instructions are issued to the contractor in a timely manner to ensure the project does not stall.
15. Responsible for being up to date with works on site, understanding any supply chain/other issues and seeking solutions with the contractor, ensuring that senior managers are fully briefed at all times.
16. Responsible for interpreting the contractor's programme and monitoring progress against plan escalating any issues to the Principal Contract Administrator and Project Manager immediately they arise.
17. Responsible for ensuring the contractor completes all snagging items, collation of the final snagging list and progressing completion of these works prior to client handover.
18. To lead on planning of the testing and commissioning process, liaising with the Project Manager to ensure that all client services are trained on the necessary systems prior to handover.
19. Lead on obtaining O&M manuals from the contractor, ensuring they are complete and up to date, and being responsible for providing them to Facilities Management and other LBN colleagues as necessary.

20. Responsible for leading on preparation, completion, issue and finalisation of all relevant contract documentation throughout the project, through to the issuing of the Making Goods Defect Certificate, creating a record of such and monitoring throughout the project
21. Responsible for the 12 months Defects Period and rectification of snagging/defect items during this period.
22. Responsible for the escalation of any latent defect issues to senior managers/Principal Contract Administrator and to develop and lead on a process for rectification with the contractor, preparing a schedule for completion and monitoring of such to ensure all defects rectified, whilst at the same time identifying any foreseeable budget issues.
23. At all times to ensure that budgets are monitored and any foreseeable issues escalated immediately.
24. To present ideas for solutions to site issues to senior managers/Principal Contract Administrator.

### **Other Duties**

To perform other duties as directed by the Principal Contract Administrator or Programme Manager that are commensurate with the grade of this role.

<b>Job Title: Contract Administrator</b>	<b>Service Area: Property Services</b>	
<b>Directorate: Resources</b>	<b>Post Number: 10023792</b>	<b>Evaluation Number: 6414</b>
<b>Grade: PO5</b>	<b>Date last updated: 20<sup>th</sup> May 2022</b>	

**IMPORTANT INFORMATION FOR APPLICANTS**

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

**EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

**PROTECTING OUR STAFF AND SERVICES**

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

<b>CRITERIA- Essential</b>	<b>METHOD OF ASSESSMENT</b>
<p><b>KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of construction contracts and how to apply them in practice.</li> <li>• Sound technical ability and able to make technical decisions based on sound principle and precedent.</li> <li>• Understanding of building techniques and how these are applied on site.</li> <li>• Knowledge of contract administration.</li> <li>• Knowledge of technical drawing and AutoCad or willingness to learn.</li> </ul>	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>

<ul style="list-style-type: none"> <li>• Knowledge of Health and Safety legislation and requirements for a construction site.</li> </ul>	Application and Interview
<p><b>EDUCATION/QUALIFICATIONS</b></p> <p>RICS/other building qualification/relevant experience.</p>	Application and Interview
<p><b>SKILLS AND ABILITIES:</b></p> <p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>• Ability to contribute to and participate in all types of meetings, including preparing and/or presenting reports as appropriate.</li> <li>• Experience of preparing reports for Board meetings/senior managers, translating technical information into easily understandable reports for decisions to be made.</li> <li>• Analytical ability to understand and interpret information provided by the contractor to review for: issues, risks, delays, cost increases.</li> <li>• Experience of understanding cash flows and interpreting this against the contractor's programme.</li> <li>• Ability to measure works on site against the contractor's programme, escalating any issues to the Principal Contract Administrator.</li> <li>• Ability to measure accurately, effectively prepare, check and confirm documents / conclusions containing significant amounts of technical / statistical / cost information.</li> <li>• Ability to build effective working relationships with individuals and organisations within and outside the Council.</li> <li>• Ability to articulate ideas well in written and oral communications.</li> <li>• Ability to work under pressure and on own initiative and to implement workload to meet required timescales.</li> <li>• Ability to commission and direct external consultants to work alongside the Capital Projects Team to deliver capital works.</li> </ul>	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>

<ul style="list-style-type: none"> <li>• Ability to review tender returns/requests for quote and be part of the evaluation panel with the Principal Contract Administrator and other colleagues.</li> <li>• Ability to problem solve/come up with solutions whilst on site, and experience of instructing contractors to make the necessary changes.</li> </ul>	<p>Application and Interview</p> <p>Application and Interview</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <ul style="list-style-type: none"> <li>• Professional at all times, mindful that you are the Team and the Council's representative.</li> <li>• Assertive and confident when dealing with contractors and externally commissioned consultants to ensure the best outcomes for the Council at all times.</li> <li>• A team player, willing to work collaboratively with other colleagues at all levels, internally and externally, to get the job done.</li> <li>• Good time-keeper.</li> <li>• Resilient.</li> <li>• Good inter-personal skills</li> </ul>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p><b>OTHER SPECIAL REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• Must be able to attend various sites regularly to check on site progress.</li> <li>• May be required to work weekends/Bank Holidays if the project requires it.</li> </ul>	<p>Application Form/Interview</p> <p>Application Form/Interview</p>