



ROLE PROFILE		
Job Title	Contract Manager	Ref ID: 003
Location	Private Hospital, London	
Reporting to	Regional Operations Manager	

PURPOSE STATEMENT
To liaise with the client and deliver the efficient, effective and compliant running of the contract

KEY ACCOUNTABILITIES
<ul style="list-style-type: none"> <li>• To manage the contract in an efficient and effective manner to meet the requirements of the client's management and employees</li> <li>• Manage set term financial targets including reporting of financial status.</li> <li>• Improve service provided to the client's customers and employees.</li> <li>• Attend regular meetings with the client to discuss and appraise the performance of contract.</li> <li>• Responsibility for the work of all operatives</li> <li>• Recruitment of site personnel in conjunction with Human Resources Department.</li> <li>• Ensuring that all operatives are provided with the necessary resources, materials and information for the carrying out of their duties and for ensuring that safe working practices are followed.</li> <li>• Out-of-hours support and escalation procedures.</li> <li>• Ensuring that the plant and equipment is maintained economically, efficiently and safely according to best engineering practice and to prolong its operating life.</li> <li>• Support project activities</li> <li>• Provide support for work requests</li> <li>• Statutory compliance issues</li> <li>• Provide costs for capital projects, plant replacement and improvements.</li> <li>• Assist in appointing specialist sub-contractors.</li> <li>• Audit H&amp;S compliance and building inspections</li> <li>• Energy conservation</li> <li>• Assist in providing budget information</li> <li>• To provide the immediate focal point for all matters relating to Engineering Services</li> <li>• To manage perform and verify all work associated with the operation, maintenance and refurbishment of engineering services</li> </ul> <p>To respond to the client requests for project work by initial discussions to fully identify requirements.</p>



## TECHNICAL SKILLS/ KNOWLEDGE

- Appropriate training e.g. ONC/HNC in Building Services Engineering. With a recognised apprenticeship and/or appropriate City & Guilds qualification. Member of appropriate institute.
- Previous experience of working in a hospital, as well as experience in a managerial role.
- A good general education is required including GCSE in English and Maths.
- Must have previous experience of a health care or other critical environments (data centres)
- Excellent verbal and written communications skills.
- At least 5 years' experience in building services management.
- Business understanding with awareness of broader aspects.
- H.V.A.C & Health & Safety principal and to have a full, comprehensive knowledge of the standard engineering specification.
- Should have previously worked on office building Maintenance site in the same capacity carrying out daily maintenance activities directly and supervision/monitoring of appointed sub-contractors.
- Must be able to communicate, motivate, organise and manage site staff. Able to lead and support a team.
- Would have attended internal and external management courses, including Health & Safety at Work, as applicable to the Service market.
- Business and personnel skills and the ability to recruit retain and develop.
- Computer literate and good understanding/ conversant with Q.A
- Able to comprehend business plans.
- Good administrator.
- Commercial awareness.
- A methodical and accurate approach is essential, together with an aptitude to think quickly and make decisions especially when responding to emergency situations.
- Have the ability to work in a proactive manner with a minimum of direct supervision.
- Have a high-level awareness of customer needs in a service environment.

## PERSON SPECIFICATION

- Individuals must have a high level of energy and commitment.
- Individuals must have a stable personality and be able to work in a busy and often stressful environment.
- Applicants must demonstrate a flexible approach, which is essential in order to effectively undertake the requirements of this post.
- Hold a clean UK Drivers licence.

**Lorne Stewart Plc is an equal opportunities employer.**

**Closing date: 7th September 2020**

**If you are interested, please email your CV with the following reference number: 003, to [recruitment@lornestewart.co.uk](mailto:recruitment@lornestewart.co.uk)**