

CONTRACT MANAGER – HAVANT THICKET

We're making a difference: Together, we can ensure that there is enough water for everyone, now and in the future.

Portsmouth Water are excited to have an opening for a dynamic and forward-thinking Contract Manager to be based within our Havant Thicket Reservoir Team!

This is an essential role focussed on the management of our two pipeline projects. The Contract Manager, who will have experience of water industry pipeline construction projects, is responsible for supporting Portsmouth Water's Pipelines Project Manager, to ensure that the project is managed in accordance with the NEC contracts and to facilitate the delivery of successful outcomes.

What will you be doing?

Key Responsibilities

- Support the Project Manager to fulfil duties as required under the NEC contract.
- Communicating with stakeholders regarding project objectives, contributing to planning and development, supporting coordination and management.
- Researching information as required and performing administrative tasks such as progress chasing, scheduling meetings, taking meeting notes and preparing management reports.
- Support and initiate distribution of key information through software packages.
- Working with our professional advisers to ensure that works proceed in accordance with planning permission, licences, and compliance with all relevant regulations.
- Scrutinise contractor information, including programmes, applications for payment, compensation events and early warning notices.
- Ensure project development is in accordance with the standards of, specifications, requirements and policies established by Portsmouth Water and Havant Thicket Project. Specifically in line with the contract.
- General contract administration duties.



320,000

Properties supplied
with water



170 Million

Litres of drinking
water per day



21

Natural water
sources

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CONTINUED



Excellence | Integrity | Future Focus

£51,572 - £57,336

GRADE 9

+ non-contractual bonus related to company performance of up to 6% of basic salary

Hours:

Full-time | 38 hours per week | 2-3 days in the office

Holiday:

27 days, plus bank holidays

Pension:

A generous pension scheme in which Portsmouth Water will contribute up to 15%

Life assurance:

The life assurance scheme provides a death in service lump sum benefit of 4 times pensionable salary

Private Medical Insurance:

Provided by Bupa

Volunteering:

You'll have the chance to participate in Portsmouth Water volunteering days.

CLOSING DATE: 19TH SEPTEMBER 2024

What do you need?

Skills, Competencies & Qualifications

- Demonstrable experience of major civil infrastructure projects.
- NEC contract management experience is desirable.
- Contract / Project Administrator role.
- Full driving licence (all applicants will be required to undertake our driver assessment).
- Strong communication skills with the ability to build excellent relationships with the team and stakeholders.
- A clear, systematic approach to solving complex issues and able to communicate solutions in an effective, efficient, high-level manner.
- Ability to work to deadlines with a focus on results and quality.
- Excellent analytical skills with the ability to review and write decision support papers and progress reports.
- Enthusiastic and able to inspire others.
- Excel/PowerPoint/Word/Teams.
- Experience of using Contract Management Software would be an advantage i.e., CEMAR.

Advantageous:

- Highways Knowledge (Traffic Management)
- Good understanding of Clean Water Pipe Installation (600mm D.I)
- Basic Understanding of SHEQ
- Civil infrastructure or MEICA background
- External and Internal Stakeholder interface

What can Portsmouth Water offer you?



Pension Scheme



Flexible Working Opportunities



Professional Development



Employee Assistance Program



Life Assurance



Annual Salary Review



Holiday Entitlement

Excellence in water. Always.

Committed to a sustainable future together



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Apply Today

If you have the skills and experience to excel as our Contract Manager, apply today at jobs@portsmouthwater.co.uk

We recognise people want to work in a variety of different ways, this means we are happy to consider flexible working arrangements. Please talk to us at the interview about the flexibility you may want.

We support equality, diversity and inclusion and encourage applications from all sections of society. The Company has a responsibility to ensure that all employees are eligible to work and live in the UK.

Due to the high volume of applications received we are unable to respond to unsuccessful candidates. If your application is of interest to us, we will normally contact you within 2 weeks of receiving your application.

Apply Now