



Job Title	Small Works Manager (Hybrid)	Location	Throughout UK
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The Company
Topek Southern Limited (TSL)

Job purpose
<p>Responsible for overseeing and managing construction projects from inception to completion, ensuring adherence to timelines, budgets, safety, and quality standards. Collaborates with various stakeholders, ensuring seamless execution.</p> <p>Manages the execution of small works and reactive maintenance projects, ensuring high-quality workmanship, safety compliance, and efficiency. Provides hands-on support, supervises teams, and fosters strong client relationships.</p>

Reporting and Management Structure				
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CONTRACTS MANAGER				

Key Responsibilities

Project Coordination & Management

- Plan, oversee, and manage construction projects ensuring efficiency, budget adherence, and timely completion.
- Allocate resources, materials, and workforce effectively.
- Ensure compliance with UK building regulations, safety standards, and industry best practices.
- Identify, assess, and mitigate project risks.
- Provide technical guidance and hands-on support during project execution.

Team Supervision & Leadership

- Lead, mentor, and monitor teams to ensure high-quality work.
- Foster a collaborative and positive work environment.
- Evaluate and select subcontractors, negotiate contracts, and oversee their performance.
- Promote teamwork, ensuring adherence to company values and standards.

Health & Safety Management

- Implement safety protocols, ensuring a secure work environment.
- Conduct risk assessments and enforce PPE requirements.
- Identify and escalate safety concerns as necessary.

Client Interaction & Communication

- Act as the primary contact for clients, addressing queries and concerns.
- Maintain strong client relationships, reinforcing TSL's reputation.
- Provide regular project updates and documentation.

Quality Assurance & Compliance

- Monitor project quality, ensuring compliance with client specifications and industry standards.
- Conduct final inspections and ensure customer satisfaction.

Reporting & Documentation

- Maintain accurate records of job progress, completed tasks, and issues encountered.
- Utilize digital reporting tools to provide daily updates to management.

Internal / External Relationships

Internal:

- Work closely with project teams, commercial, procurement, and design departments.
- Collaborate with health & safety officers and senior management.

External:

- Engage with clients, suppliers, subcontractors, and regulatory bodies.
- Coordinate with training providers for skill enhancement.

Key Performance Indicators

- Meeting project milestones and completion dates.
- Budget compliance and cost-effectiveness.
- Ensuring zero or minimal safety incidents.
- Maintaining high client satisfaction and retention.
- Efficient risk management and problem-solving.
- Effective communication within teams and with stakeholders.

Knowledge and Skills

1. Project planning
2. Budgeting and cost control
3. Risk management
4. Health and safety compliance
5. Contract negotiation and management
6. Good communication skills
7. Construction law and regulations
8. Building control standards
9. Quality assurance and control
10. Team leadership and management
11. Problem-solving and decision-making
12. Procurement and supply chain management
13. Strong foundation in mathematics
14. Computer literate

Education / Experience

- SMSTS training, CIOB/RICS certifications preferred.
- Experience in managing construction projects, budgeting, procurement, and subcontractor management.
- NVQ/SVQ Level 3 or 4 in Roofing, Construction, or Maintenance.
- CSCS Card, Working at Heights, Asbestos Awareness, and First Aid training preferred.
- Hands-on experience in roofing, maintenance, and small works supervision.

The above outlines the principal functions of the role and is not an exhaustive list. The role holder may be asked to perform other tasks and duties commensurate with their skills and experience.