

Established for over half a century, Pave Aways has built a solid reputation for excellence in the industry. Based in Shropshire, we have successfully completed a diverse range of construction projects across the residential, commercial, educational, healthcare, and industrial sectors. Our work spans Shropshire, Powys, Wrexham, Staffordshire and beyond, leaving a remarkable footprint in these regions.

We take great pride in being awarded the Small and Medium Sized Enterprise (SME) of the year 2023 by Constructing Excellence West Midlands. This recognition reflects our outstanding performance within the industry, and highlights our commitment to exceed the expectations for both our workforce and the communities in which we live and work.

Our commitment to employee development has been recognised through our accreditation to Investors in People. This achievement highlights our dedication to creating a supportive and empowering work environment, where our team members can thrive and achieve their full potential.

**JOB DESCRIPTION**

**Job Title - Contracts Manager**

**Reports to - Construction Director**

We are a forward-thinking construction company in search of an experienced and dynamic Contracts Manager to help drive our business forward. You’ll be joining our senior management team, working closely with our Construction and Commercial Directors to oversee a variety of exciting and ongoing projects.

**Key Responsibilities**

* Ensure project delivery meets financial targets and operates within the set budget
* Develop and manage construction programs, including short-term lookahead schedules.
* Develop effective client and partner relationships in order to identify, propose and secure profitable work within the client base or scope of contract to meet business growth targets
* Participate in contract reviews with Senior Management and Directors
* Ensure service delivery reinforces Pave Aways core values and ensure alignment of change with Pave Aways’ vision and strategy
* Build and maintain strong relationships with the supply chain, introducing new trades and fostering collaboration
* Provide strong leadership, balancing assertiveness with a personable, approachable character
* Apply exceptional technical knowledge to ensure projects are built in the most economical and efficient manner.
* Identify opportunities for value engineering and project amendments to improve efficiency
* Ensure all project sites are maintained to the company’s standards, with a keen eye on presentation and cleanliness
* Collaborate closely with the commercial team to ensure procurement schedules are robust and aligned with project timelines
* Lead regular supply chain meetings
* Prepare bimonthly management reports and attend senior management meetings.
* Chair fortnightly in house project meetings to accurately report on the project’s performance
* Efficiently manage labour, plant, and material resources, minimising waste and maximising productivity
* Oversee snagging and defect close-out processes, ensuring costs are allocated appropriately to the responsible parties. Ensure zero defects on PC.

**Knowledge and Skills**

* Understands JCT and NEC contractual requirements, KPIs and client/stakeholder requirements and contract deliverables
* Experience at senior manager level
* A leader with a great focus on health and safety and conversant with SHE standards
* Commercially aware, client focused with a collaborative approach
* Business systems knowledge with a clear understanding of budgets, planning and programming, contractual KPIsand continuous improvement
* Proven experience in the successful delivery of targets within budget
* Able to demonstrate experience in the development and delivery of improvement plans
* Hold a Full UK Driver’s License

The successful candidate will be rewarded with a competitive remuneration package, which will be based on experience. **We recognise everyone’s requirements are unique, so these will be discussed with the successful applicant to ensure a tailored package is offered.**

* Salary Package of £60-80k
  + Car allowance
  + Private healthcare
* 24 days holiday, plus bank holidays
* Recognition for long service, additional holidays at the 2, 5 and 10 year stage
* Flexible work arrangements
* Performance Based Bonuses – linked to KPI’s and individual performance
* Wellness and mental health support
* Professional Development – Training, subscriptions and accreditations
* Life assurance
* Enhanced maternity and paternity pay

**ABOUT PAVE AWAYS**

We believe in the power of teamwork and collaboration, and throughout the year there are many ways in which we look to enhance the togetherness of our team.

Each year, we organise an exciting team building away day where you can engage with colleagues in a fun and relaxed setting. This event strengthens relationships, promotes camaraderie, and fosters a sense of unity within the company.

We hold regular social events, such as rounders and cricket, celebrations, quizzes and outings, to encourage interaction, boost morale, and create a positive and enjoyable work culture. We understand the importance of building a strong sense of community and promoting connections beyond work-related tasks.

This demonstrates our commitment to prioritising the wellbeing, engagement, and satisfaction of our employees. By joining our team, you can expect a supportive work environment, opportunities for personal and professional growth, and a chance to be part of a great team: building our future together.

At Pave Aways we believe in building more than structures, we’re committed to building stronger communities. Each year, our team carefully selects a charity that aligns with our values and mission. Once chosen, we dedicate the year to supporting this charity through fundraising efforts, volunteer work, and awareness campaigns.

We proudly offer our employees the opportunity to make a positive impact in their communities by providing two extra days off specifically dedicated to conducting charity work. We understand the importance of giving back and supporting the causes that matter to our employees.

We embrace difference as a source of creativity, innovation and competitive advantage and are striving to become a more diverse organisation. We welcome applications from people with a diverse variety of backgrounds and identities.

If you require any adjustments to the recruitment process, to enable you to perform to the best of your ability, please let us know. We participate in the Disability Confident scheme and are committed to offering interviews to any candidate with a disability who meets the criteria for the role.

To apply for this position, please email your cv and a covering letter, along with the completed equality and diversity monitoring form to [jane.harvey@paveaways.co.uk](mailto:jane.harvey@paveaways.co.uk)

*We kindly request that recruitment agencies do not contact our company regarding this job vacancy. Thank you for your understanding.*