

HARVEY SHOPFITTERS LIMITED

CONTRACTS MANAGER

JOB DESCRIPTION

The following job description outlines the parameters for the function of Contract Managers within the company and are the criteria against which performance will be measured.

RESPONSIBILITIES

1. To manage any project that the company may instruct to do so.
2. Attend site meetings and briefings, pre-start, in-progress and upon completion; report back to Team Leaders the content of such meetings and any issue that may affect the safety, efficient progress or financial status of the project.
3. Formulate a programme to reflect the contract period, integrating all sub contractors, nominated or otherwise; monitor to ensure that targets are met; prepare progress reports for progress meetings.
4. Control and ensure that projects are managed in a safe environment with an aim to achieve zero-defect handover to the client at the designated time.
5. Organise and control sufficient direct or sub-contract labour only to carry out the works to programme.
6. Organise and control materials and product to carry out the works to programme.
7. Obtain competitive cost from supply and fit sub-contractors, organise to carry out contracted works to programme.
8. Control cost, keeping records of site variations and program issues, reporting back to Team Leader.
9. Be responsible for profit margin by effective use of labour, rationalising and improving methods of working.
10. Manage all aspects of site Health and Safety as set down by Harvey Shopfitters Health and Safety Policy; to ensure that the Health and Safety Plans are formulated, kept on site, regularly updated to suit site conditions and programme; formulate Health and Safety Manuals at the end of each project for which responsibility is held.

11. Liase with clients and their representatives, react promptly in response to enquiries, promote an effective personal and working relationship, act in a proactive manner.
12. Liase and assist colleagues by sharing labour contacts and suppliers.

Harvey Shopfitters Limited
19 Common Road
Hanham
Bristol
BS15 3LL



APPLICATION FOR EMPLOYMENT

POST APPLIED FOR:	Employment
	Part Time/Full Time*

Please complete clearly in BLOCK CAPITALS using black/dark blue ink.

* Please circle where appropriate

Return completed application form to:
19 Common Road, Hanham, Bristol, BS15 3LL

1. PERSONAL DETAILS

These will be separated from your application before assessment takes place.

Surname:	Title: Mr/Mrs/Miss/Ms*
Forenames:	
Home Address (inc Postcode):	
Daytime telephone number:	
Evening telephone number:	
Mobile telephone number:	
E-mail:	
How would you like us to contact you if you are invited to first interview?	
Preferred contact method:	

2. SKILLS AND EXPERIENCE

Please provide specific examples of how your skills and experience meet each area of the person specification. See the full person specification for examples of the kind of evidence we are looking for in each area. Your evidence should not exceed one page of A4. If you prefer to use separate sheets to the table below, please use the same headings.

Criteria	Yes / No
Accurate typing, ability to use Word, Excel and PowerPoint	
Accuracy and attention to detail	
Ability to work unsupervised with the use of initiative	
Excellent organisational skills	
Ability to maintain confidentiality	

3. YOUR WORK

Please describe the **relevant** work you have done, either in a self-employed capacity, as a volunteer, or in paid employment starting with your most recent activities first. Please show dates, your role and responsibilities and the organisation.

Current/Most Recent Employer	
Organisation:	
Address:	
Position Held:	
Date Appointed:	Date Left:
Please give a brief description of the main responsibilities, duties and achievements.	

PREVIOUS EMPLOYER	
Organisation:	
Address:	
Position Held:	
Date Appointed:	Date Left:
Please give a brief description of the main responsibilities, duties and achievements.	

Organisation:	
Address:	
Position Held:	
Date Appointed:	Date Left:
Please give a brief description of the main responsibilities, duties and achievements.	

Organisation:	
Address:	
Position Held:	
Date Appointed:	Date Left:
Please give a brief description of the main responsibilities, duties and achievements.	

Organisation:	
Address:	
Position Held:	
Date Appointed:	Date Left:
Please give a brief description of the main responsibilities, duties and achievements.	

4. QUALIFICATIONS

Please list any **relevant** academic, professional and technical qualifications, most recent first:

Qualification	Subject	Date Awarded

5. CRIMINAL CONVICTIONS

You are required by law to notify your employer if you are involved in any incident which leads to your arrest or charge for any criminal offence, or if you are involved in any incident where you might be called as a witness to criminal proceedings. Failure to disclose such details will be treated as gross misconduct.

Have you ever been convicted of a criminal offence (other than a spent conviction under the Rehabilitation of Offenders Act 1974)?	Yes/No
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If Yes, please provide details:

6. REFERENCES

Please give us details of two people we can contact to check the factual information in your application. We will not contact them unless we intend to offer you a position. One referee should be your most recent/last employer.

Name:	Name
Position:	Position:
Organisation:	Organisation:
Address:	Address:
Telephone Number:	Telephone Number:

Other Information

Are you currently eligible for employment in the UK? Yes/No
 You will be required to provide evidence prior to employment (UK passport, visa etc)

Are you a member of a professional body? Yes/No
 If so, please give details:

Data Protection

The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment. Where the application is successful the company may, from time to time, wish to process this information (as updated periodically) for personnel administration and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the Data Protection Acts 1984 and 1998. Please also note that company may approach third parties to verify information that you have given. By signing this form you will be providing the company with your consent to all these uses.

Declaration

I confirm that the above information is correct and understand that misleading statements may be sufficient grounds for cancelling any agreements made. I also understand that questions left unanswered may be discussed at interviews arising from this application.

Applicant Signature:	Date:
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Equal Opportunities Monitoring Form

Harveys Shopfitters Ltd is committed to increasing equality and diversity within its workforce. As part of this we need information from applicants to check that our recruitment and selection procedures are reaching as many potential candidates as possible and are fair.

This form is optional and anonymous. It does not constitute any part of the recruitment and selection process. Please complete and place in the envelope marked confidential.

		I prefer not to provide this information
Age		
Gender		
Religion/Faith		
Ethnic Origin		
Sexual Orientation		
Do you consider yourself to have a Disability? If yes, please state the nature of the disability*		

*The Disability Discrimination Act defines disability as "A physical or mental impairment, which has a substantial and long term effect on the persons ability to carry out normal day-to-day activities"

Where did you see the advertisement for the position?

I prefer not to give any of this information.

Thank you for completing this form.