JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Small Works Contracts Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Estates</td>
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<tr>
<td>Job type</td>
<td>Professional Services</td>
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<tr>
<td>Grade:</td>
<td>7</td>
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<tr>
<td>Accountable to:</td>
<td>Head of Projects</td>
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<td>Accountable for:</td>
<td>The role holder will work closely with our term services contractor and help facilitate the delivery of small works and cyclical maintenance within the term contract.</td>
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Purpose of the Post

This post sits within the Projects team, which is collectively responsible for the effective delivery of all projects, including Capital, Small and Cyclical works, across campus to enhance the student, staff and visitor experience. The role will be based within an open environment where sharing knowledge and collaborative problem solving is actively encouraged.

The post holder will work closely with our Term Services Contractor and project stakeholders to prepare, communicate, deliver and report on the small and cyclical works. In return, we offer a place where your strengths are enhanced, your outlook opened and your weaknesses supported.

The post holder is expected to work proactively and collaboratively alongside other team members. Therefore the ability to work as part of a team and get on with people you work with is essential.

Key Tasks

Principal Duties:

Key Areas
- Act as the client representative and single point of contact for the term services contractor.
- Liaise with academic and professional services staff stakeholders on sometimes complex, project arrangements and logistics.
- Managing service contract documentation including preparation of new task orders and management of existing documentation.
- Monitor and coordinate the preparation of annual term services contract budgets.
- Arrange and coordinate programmed term service contract works.
- Issue task orders, contract instructions and process payments and invoices.
- Arrange, plan and coordinate term service contract delivery on site.
- Maintain term service contract expenditure records.
- Conduct regular contract performance meetings.
- Maintain term service contractor's performance reports.
- Assist in managing the term service contract renewal and tender process through to final contract placement.
- Collect, collate, store and distribute all statutory documentation and certification.
- Prepare reports, manage contract programmes, contract details and contacts using the department's report templates, guidelines and procedures.
- Consider ways in which new methods of working may be employed to improve timeliness and efficiency and reduce the risk to projects.
- Manage the preparation of an appropriate project brief including cost, programme and scope for sign off by the Client.
- Where necessary, manage the decant process for projects through appropriate communication, planning and co-ordination with the Head of Strategic Space in support of the Small Works Cyclic Maintenance programmes.
- Support the Small Works Cyclic Maintenance steering groups and individual project clients in their preparation, reporting and implementation of projects including communication and co-ordination with the term services contractor.
- Manage the development and application of key project related strategic energy, sustainability and environmental awareness practices through appropriate communication, planning and co-ordination with the Head of Energy and Sustainability in support of the capital programmes.
- Provide departmental technical and co-ordination support to other departmental professional service and academic staff as appropriate.
- Promote and maintain equality of opportunity and diversity with respect to both university staff and students.
- Appropriately and effectively observe section, departmental and university health & safety obligations and responsibilities.
- The post-holder will, from time to time, undertake such other responsibilities determined as appropriate by the Estates HoP, Deputy Director, Director or other designated Senior or Executive University staff members.

This job description is not intended to be an exhaustive list of duties but to give a guide to the objectives and responsibilities of the post, which are commensurate with the grade. It will be reviewed with the post holder on an annual basis.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.