

JOB PROFILE – CONTRACT ENGINEER	
Date of Revision:	13 March 2003
Job Title:	Contract Engineer
Department:	Operations
Reporting to:	Project Manager/ Deputy Project Manager/ Senior Contract Engineer
Company:	Biwater Treatment Ltd
Location:	Heywood or other Office
HIGH LEVEL SUMMARY	
To assist in co-ordinating an effective and economic plant design and procurement strategy; ensuring information is issued in time to enable construction, commissioning and putting to work in line with the Contract Programme; provide cost data for forecasts and evaluation of variations.	
KEY PERFORMANCE OBJECTIVES	
1	<p>Financial</p> <ul style="list-style-type: none"> • Improve forecasting, ensure monthly t/o and gm are within +/- 10% of forecast • Ensure project costs do not exceed tender/varied allowance • Ensure all applications for payment are made on or before the due date • Ensure applications are maximised to ensure an optimum cash flow • Ensure contract reviews, monthly forecasts are completed and submitted on time
2	<p>Internal Business Processes</p> <ul style="list-style-type: none"> • Improve quality audit scores; target:- zero improvement notes, < 5 observation notes across all projects • Continuously improve H&S; target:- zero reportable incidents/ lost time/near misses in 2003 • Improve invoice processing; < 10% unable to process
3	<p>Customer</p> <ul style="list-style-type: none"> • Maintain good client relationships at all levels; target:- “good” rating feedback in each category from customer satisfaction questionnaire, zero customer complaints per annum • Ensure projects are completed on time; target:- zero overrun when EOT,s taken into account
4	<p>Learning and Development</p> <ul style="list-style-type: none"> • Assist in the development of staff by effective input into appraisals; target:- all staff to be appraised during year • Assist in identifying training needs for training plan: - target development/training plan in place by mid year for subordinates • Assist in planning resource requirements; target:- release resources on time by completing project on time
5	<p>Growth</p> <ul style="list-style-type: none"> • N/A

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JOB SPECIFICATION

Functions:

1 Technical

Contract Management

- Assist with the project management strategy
- Deputise for the Senior Contracts Engineer as and when required
- Assist in co-ordinating the involvement of internal service departments
- Assist in the periodic monitoring of performance
- Establish and maintain the contract filing systems
- Establish and maintain contract change systems
- Maintain register of contract variations
- Assist in the production of the contract programme; monitor programme and produce progress reports
- Provide data for the timely production of O&M manuals
- Assist in the contract performance review and provide feedback to Proposals Dept
- Arrange for the appropriate files to be archived
- Liase with client representatives
- Liase with subcontractors and suppliers
- Liase with site management on design and procurement issues
- Monitor sub contract performance
- Assist in the preparation of the construction completion and take over documentation
- Manage subcontractor payments

Design

- Assist in the co-ordination of contract design requirements
- Monitor the progress of design requirements
- Control the receipt, approval and issue of design documents
- Participate and contribute to regular design meetings

Procurement

- Assist in the preparation of equipment specifications
- Prepare purchase requisitions
- Prepare draft sub contracts

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Financial

- Assist in the preparation of applications for payment
- Assist in monitoring and controlling costs
- Assist in preparing variations
- Assist in cost allocations for TPS adjustments
- Assist in preparation of monthly trading reports
- Assist in preparing the quarterly contract reviews
- Assist in preparing the contract final account

2 Personnel

- Provide guidance and advice to peers and subordinates
- Assist in the preparation of development plans and identification of training needs of subordinates
- Assist in the development of subordinates by ensuring that they adopt good working practices and are given the opportunity to develop their skills
- Provide mentoring for junior staff

3 Quality Assurance

- Ensure that the Company quality procedures are fully implemented
- Provide feed back on the suitability/content of procedures
- Assist in ensuring that the works are designed and constructed to a good quality in line with the specification and good engineering practice
- Ensure that the required quality records are maintained

4 Health & Safety / Environmental

- Ensure that a safe working environment is maintained in your work space and that of your subordinates
- Assist in ensuring that all works are designed in accordance with CDM regulations
- Assist in identifying Health & Safety training needs for self and subordinates
- Monitor and enforce compliance with health and safety procedures
- Ensure that all works are designed and constructed using good environmental practice
- Ensure that full risk assessments are carried out to avoid pollution incidents
- Reduce waste to a minimum

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Working Conditions

Mainly office based with regular site and client visits; occasional visits to suppliers and subcontractors

Contacts

Internal – Project (Deputy) Manager, senior contract engineers, design departments, planning, procurement, accounts, proposals, site team.

External – Client, consultant, suppliers and subcontractors

Organisation Chart

Attached

PERSON SPECIFICATION

Knowledge/Experience

- Basic engineering background
- Working knowledge of various conditions of contract especially I Chem E
- Knowledge of water and waste water treatment processes

Education/Qualifications

- Engineering/ Technical qualification (HNC minimum) required
- Relevant professional qualification an advantage

Skills

- General management skills
- Man management skills
- Written contractual communication
- Verbal communication
- Computer literate
- Commercial awareness
- Contractual awareness
- Administrative skills
- Coaching
- Financial skills
- Leadership
- Delegation skills
- Partnering credentials

Disposition

- Self-starter
- Enthusiastic
- Articulate
- Approachable
- Assertive
- Attention to detail
- Confident
- Good initiative
- Team player