



Creating great homes together

Role Profile

Position

Contracts Manager (Building Safety)

Reporting to

Lead Building Safety Manager

What you can expect

We're a magnificent place to work, where talented and ambitious people enjoy rewarding, purposeful and fulfilling careers in an inspirational environment.

As a key member of the growing building safety team, you will help shape the future of our contracts and tenders, enjoying extensive collaboration across the business, learning different types of workstreams within the building safety team. For this role, we will invest greatly in your professional development in terms of fire safety and building safety qualifications. You will learn and develop professionally in your building safety career.

At Magna, we are committed to your growth and professional journey. We offer ample opportunities for further training and development, empowering you to excel in your career. Our comprehensive benefits package underpins our commitment to your well-being and includes a generous Pension Scheme, Health Care Cash Plan, Wellbeing Portal and Employee Assistance Program. These resources are designed to support both your mental and physical health, ensuring your success in both personal and professional aspects of life.

We actively support our local communities and encourage employee involvement by offering one paid day per year for volunteer activities alongside access to Credit Union facilities and Colleague Voice. You will also benefit from Company Sick Pay and a competitive annual leave entitlement, which increases progressively with your length of service over the first five years.

What you are known for

- Driven by customer service excellence, with a courteous and friendly demeanour.
- Broad understanding for contracts, contract management, building control and building regulations
- Establishing good working relationships with various stakeholders, as well as your own team
- Passionate about providing great homes, while bringing innovative ideas to improve Magna's work.
- Great communicator, in an engaging straightforward and informative manner
- Ensuring all necessary documentation and systems of control are introduced, maintained and monitored
- Enhancing operational performance of external contracts to guarantee high level of customer satisfaction and adherence to regulations.

What you take care of

This is a key role in helping Magna deliver its purpose of creating great homes together. You will be an integral part of a multi-disciplinary team, covering several different work streams within the building safety space, and the external contracts that run alongside. This role will evolve and develop as time goes on, and there is an opportunity to really make it your own.

- Managing and supporting a team of two building safety surveyors and a compliance officer
- Providing technical expertise for your team in terms of contract management, adherence to building regulations and local authority building control and planning requirements
- Project manage, survey, procure and deliver improvements through major repair and cyclical works programmes, and specific projects
- Work closely with the Lead Building Safety Manager in terms of delivering required works and continually embedding our "always safe" value across the business, external contractors, and in our customers' homes
- Ensuring that all contracts are accurate and relevant pre/post work documentation is correct and updated when necessary
- Setting up and running your own contracts and projects to complete works identified in our externalised fire risk assessments
- Ensuring adherence by our contractors to the KPIs set out within their JCTs
- Quality assurance and checks of external contract works and projects
- Managing and monitoring a budget

What you need to be successful

- Proven experience in a comparable role in a professional environment.
- Contract drafting and/or management experience.
- Proficient understanding of The Construction (Design and Management) Regulations 2015
- Sound understanding of the construction processes and guidelines for effective planning and site management, including attention to detail for effective safety and construction checks
- Leadership skills for motivating contractors, surveyors and delivery teams whilst maintaining a positive and safe work environment.
- Organisational skills to ensure that multiple projects are completed on time, in budget, and collaboratively
- Broad understanding and experience of working with contracts and projects, with comprehensive knowledge across the following: Building regulations, construction requirements, local authority planning requirements, local authority building control.

Whilst knowledge of building and fire safety would be advantageous, our primary focus is on a sound building regulations and contracts management knowledge. We are keen to develop and upskill the right candidate in fire safety and relevant building safety qualifications, furthering their career with us at Magna.

Qualifications required

Applicants with transferrable skills are encouraged to apply.

A degree in a construction-related field is advantageous. However, equivalent experience and knowledge in construction, combined with a mathematical aptitude and excellent communication, numeracy, and interpersonal skills will also be considered. Industry-specific training that typically includes health and safety training.

Approved: V1/0525051