



MAC Groundwork Contractors Ltd

Unit 1 Castlewood Trading Estate, Uttoxeter Road

Chartley, Staffordshire, ST18 0LP

Tel: 01889 500 592

enquiries@macgroundworks.co.uk

www.macgroundworks.co.uk

CONTRACTS MANAGER JOB SPECIFICATION

Location: Stafford, ST18 0LP
Pay: £45,000 per year
Contract: Full-time, permanent
Hours: 42.5 hours/week; Monday to Friday. Additional hours may be required.
Holidays: 28 days annual leave including bank holidays.
Benefits: Company vehicle
Start date: ASAP
Probation: 3 months

Our rapidly expanding groundwork company is seeking a full-time Contracts Manager to join our busy office in Stafford and will play a crucial role in supporting the estimating and contracts team, ensuring the smooth operation of site processes and maintaining high levels of customer satisfaction.

You will work closely with the site and design teams in addition to overseeing contracts on site. You will have autonomy to liaise with clients and be responsible for on time and within budget delivery, whilst also being responsible for supervising and directing work colleagues within a busy construction environment.

Key departmental responsibilities of the role include, but are not limited to:

- Oversee all aspects of contracts, ensuring successful completion within budget and timeline, while maintaining full compliance with Health, Safety, Environmental, and Quality standards.
- Monitor and control financials, ensuring project objectives are met, and coordinate with clients, subcontractors, and suppliers for smooth execution.
- Collaborate with the Contracts Coordinator to schedule labour and logistics from project start to finish, addressing any issues as they arise.
- Produce accurate Construction Phase Plans, including Method Statements, Permits to Dig, and Environmental Management Plans, in coordination with the Contracts Office.
- Work with the Site Foreman to interpret contract specifics, managing plant, labour, and materials on-site.
- Lead pricing, programming, and contract negotiations, ensuring sub-contract terms align with main contract conditions.

Civil Engineering, Groundworks & Surfacing



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- Manage and mitigate both contractual and construction-related risks, maintaining comprehensive and up-to-date project documentation.
- Conduct site visits and inspections to ensure quality and regulatory compliance, enforce Health and Safety protocols, and provide leadership and development to the team.

The Contracts Manager will have the following skills and experience:

- Proven experience in project management within the groundworks industry, managing groundwork and civil engineering projects.
- Knowledge of Health & Safety regulations in Construction.
- Hold a valid SMSTS Qualification and CSCS card.
- Effective communicator at various levels with a good eye for detail and the ability to problem-solve.
- Full UK driving licence required as travel will be required.

You will be working Monday to Friday, from the office in Stafford and from various client sites around the UK.

Appointment will be subject to right to work checks and satisfactory references.

If you would like to apply for the Contracts Manager position, please send your CV and covering letter to enquiries@macgroundworks.co.uk

Civil Engineering, Groundworks & Surfacing