

we are aspire



Person Specification: Improvement Contracts Manager			
	Requirement	Essential (E) or Desirable (D)	Assessed by
Qualifications or training	• Relevant professional qualification e.g. degree level or chartered status in relevant discipline covering building or construction	D	A
	• MRICS or MCIOB or equivalent	D	A
	• Evidence of continuing professional development	E	A/I
Experience	• Substantial experience of managing and delivering a wide variety of improvement contracts between internal and external resources.	E	I
	• Experience of working housing and contractor IT applications	E	A/I
	• Implementing and maintaining productivity targets	E	I
	• Experience of team working and management in a technical, professional and commercial environment	E	A/I
	• Experience of preparing cost forecasts and project reports	E	I
	• The ability to set strategic goals and produce plans to ensure targets/objectives are achieved	D	I

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Person Specification: Improvement Contracts Manager			
	<ul style="list-style-type: none"> • Demonstrate sound commercial/business acumen and experience of budget management that will ensure that financial strength is maintained 	E	I
	<ul style="list-style-type: none"> • Is customer focused to deliver the smooth delivery of the in house maintenance service to customers, whilst establishing effective partnership working across a range of stakeholders 	E	I
	<ul style="list-style-type: none"> • Effective organisational, planning and report writing skills 	E	I
Knowledge ,Skills and Abilities	<ul style="list-style-type: none"> • Ability to manage a large multi-disciplinary team 	E	A/I
	<ul style="list-style-type: none"> • Exceptionally strong negotiation skills 	E	I
	<ul style="list-style-type: none"> • Able to interpret contract drawings and specifications 	E	I
	<ul style="list-style-type: none"> • Good understanding of the financial and technical aspects of contracts and contract accounting 	E	I
	<ul style="list-style-type: none"> • Strong working knowledge of contracts and health and safety legislation including the management and implementation of CDM regulations. 	E	A/I
	<ul style="list-style-type: none"> • The ability to plan and supervise contracts and work streams to time, costs and quality 	E	I
	<ul style="list-style-type: none"> • Exceptional verbal, interpersonal and communication skills 	E	I

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Person Specification: Improvement Contracts Manager				
	<ul style="list-style-type: none"> Ability to produce contract progress report (operational and financial) Highly numerate Effective problem solver without supervision Ability to provide clear and accurate advice and information to a variety of audiences To meet tight deadlines using personal and team management and organisational skills Exceptional organisational and prioritisation skills 	E	I	
		E	I	
		E	I	
		E	I	
		E	I	
		E	I	
Other	<ul style="list-style-type: none"> Able to be flexible in approach to hours worked as may be required from time to time to attend evening meetings Hold a current UK driving licence or equivalent Ability to travel out of area 	E	I	
		E	A/I	
		E	I	
				Assessment Methods Key
				Application (A)
				Interview (I)
				Test (T)

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Person Specification: Improvement Contracts Manager				
				Presentation (P)
				Certificates (C)

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