

MEP CONTRACTS MANAGER - ROLES AND RESPONSIBILITIES

Reporting to – Operations Manager

Role overview

The MEP Contracts Manager at Spark Tech MEP Ltd is responsible for the commercial and operational management of multiple Mechanical, Electrical, and Public Health projects, from pre-construction through to completion and handover. This senior role provides overarching leadership to project teams, ensures compliance with contract requirements, manages client relationships, and ensures delivery in line with programme, budget, quality, and safety expectations. The Contracts Manager acts as the strategic link between site teams, commercial, design, and operations functions.

Key responsibilities

1. Multi-Project Leadership and Oversight

- **Portfolio Management:** Oversee the planning, execution, and delivery of multiple concurrent MEP projects, ensuring alignment with client expectations and company objectives.
- **Programme Management:** Monitor project schedules, sequencing, and milestones across all live contracts. Support project teams in identifying and resolving risks that could impact critical path delivery.
- **Performance Monitoring:** Track and review performance indicators (programme, cost, quality, health & safety) across all projects, ensuring consistency and accountability.
- **Resource Allocation:** Work with internal departments to ensure appropriate labour, subcontractors, plant, and materials are assigned to meet project demands.

2. Contractual and Commercial Management

- **Contract Administration:** Interpret and manage contract obligations (JCT, NEC, or bespoke forms), ensuring all parties understand deliverables, payment terms, and variations.
- **Commercial Governance:** Support Quantity Surveyors and Project Managers in administering change control, valuations, and claims. Provide input on dispute resolution and contract negotiations.
- **Procurement Oversight:** Review key subcontract and supplier packages for compliance with contract terms, programme compatibility, and commercial viability.
- **Cost Management Support:** Monitor cost-to-complete forecasts and financial health of projects, ensuring reporting is aligned with commercial performance.

3. Stakeholder Engagement and Communication

- **Client Interface:** Act as the senior point of contact with clients, consultants, and principal contractors. Attend progress meetings, manage expectations, and resolve high-level concerns to maintain strong relationships and transparency.
- **Internal Coordination:** Collaborate with internal departments—including Commercial, Design, HSEQ, Procurement, and Planning—to ensure effective cross-functional coordination and timely resolution of project issues.
- **Progress Reporting:** Provide regular updates to the Operations Manager and senior leadership on project status, contractual risk, commercial exposure, and resource needs.

- **Monthly Operations Reporting:** Prepare and submit detailed Monthly Operations Reports to the Operations Manager for each live project under your management. These reports must include (but are not limited to):
 - Health & Safety performance, including incident reporting, near misses, and audit outcomes
 - Performance against programme, highlighting delays, recovery strategies, and progress metrics
 - Key issues raised during the month, including technical, commercial, or logistical blockers
 - Key issues resolved or closed out, with summaries of corrective actions taken
 - Photographic evidence of site progress, quality benchmarks, and noteworthy milestones
 - Resource status, including site team performance and subcontractor activity levels
 - Any client communications, decisions, or risks requiring escalation or tracking
 - These reports provide senior management with a full project snapshot and support informed decision-making at a strategic level.

4. Quality, Safety, and Compliance

- **Quality Assurance Oversight:** Ensure that all projects are delivered to design intent, technical specification, and client quality standards. Oversee QA audits and close-out reviews.
- **Health & Safety Leadership:** Promote and uphold company HSEQ policies across all sites. Monitor performance through audits and actively address non-compliances or incidents.
- **Regulatory Compliance:** Ensure all project activities meet statutory and industry-specific compliance requirements, including building regulations, CDM, and environmental standards.

5. Team Leadership and Development

- **Team Management:** Lead and support Project Managers, Site Managers, and Engineers, ensuring clarity of roles, objectives, and accountability.
- **Mentoring and Development:** Provide coaching, feedback, and structured development plans to junior staff. Encourage progression and cross-functional learning.
- **Performance Reviews:** Conduct regular performance reviews and provide strategic direction for project teams to enhance efficiency and delivery quality.

6. Project Handover and Close-Out

- **Commissioning and Handover:** Oversee testing, commissioning, and phased handover strategies across projects. Ensure all deliverables (O&M manuals, certifications, as-builts) are issued on time.
- **Post-Completion Review:** Lead lessons learned reviews and final account negotiations. Ensure that snagging, defects resolution, and final documentation are completed to client satisfaction
- **Client Satisfaction:** Ensure that close-out processes support high levels of client retention and position Spark Tech MEP Ltd for future opportunities.

Required Skills and Experience

- Proven experience managing multiple MEP projects across commercial, residential, healthcare, or industrial sectors

- In-depth knowledge of contract law, construction contracts (JCT/NEC), and construction management principles
- Strong leadership, commercial acumen, and stakeholder communication skills
- Working understanding of technical MEP systems, sequencing, and quality requirements
- Excellent organisational and reporting abilities; proactive approach to risk and change management