CAREER GRADE

Department: **Development Services**

Service: **Housing Service**

Post Title: **Contract Manager**

Post Number: **A04177**

Career Grade as seen in Conditions of Service

CAREER GRADED: I – L. Progression through the grade is as follows:

Grade I Post holder will hold a relevant HNC qualification or equivalent, relevant qualification.

The post holder will require to demonstrate a commitment to progressing within the defined career grade.

At this level the postholder will be expected to supervise and monitor high value capital projects up to £2.5 million in value, with ready access to the Programme Manager Housing Development when required.

The post holder will be exposed to and gain experience in a wide range of duties of the post. However, this will be with close supervision from the Programme Manager Housing Development and/or support from experienced colleagues.

The post holder will be working within established policies and procedures with ready access to the Programme Manager Housing Development on unusual or difficult problems.

Grade J Post holder will hold a relevant HNC or equivalent relevant qualification and be able to demonstrate competence in managing contracts/ contractors or in a supervisory/ managerial post.

At this level, the post holder would require to manage extended project teams, both internal and external to the Council. This will involve providing instructing, guidance and information and allocating work within the team on a regular basis. Supervision of junior staff within Housing Service where required.

At this level the postholder will be expected to supervise and monitor multiple high value capital projects up to £2.5 million in value.

At this level the postholder will act as officer in all other areas mentioned within the Job Profile, working within established policies

and procedures with ready access to the Programme Manager Housing Development on unusual or difficult problems.

Grade K Post holder will hold a relevant Degree qualification or equivalent relevant qualification, plus at least 3 years managing contracts / contractors or in a supervisory / managerial post.

At this level the postholder will be expected to supervise and monitor multiple high value capital projects up to £10 million in value.

At this level the postholder will act as officer in the areas mentioned within the Job Profile, working within established policies and procedures with ready access to the Programme Manager Housing Development on unusual or difficult problems.

Grade L Chartered status of a relevant professional institution such the Chartered Institute of Architectural Technologists (CIAT), the Royal Institution of Chartered Surveyors (RICS) or the Institution of Civil Engineers plus 5 years experience in a construction or procurement environment.

At this level of the Career Grade, the postholder will demonstrate complete confidence and competency in all key areas highlighted in the Job Profile above, specifically increasing their responsibility over a range of activities, such as providing technical and procurement advice to clients; supervision of extended design teams; tendering, engaging and briefing specialist consultants; and involves working independently with little access to more senior officers.

The post holder will also be responsible for the development, implementation and monitoring of a policy framework for program and project management linked to a Quality Management System covering all working procedures within the service, and to develop strategies and plans for 10 years ahead.

It is expected that the postholder will actively seek to progress within this career grade and the Council will provide training and support as required.

If service is not satisfactory, then subject to the right of appeal, the award of an increment may be withheld.

Allowances: Distant Islands Allowance
Evaluated Grade: I-L (Matched)
Date of Evaluation: 03/09/2010
Category: Professional & Technical
PVG Membership: -
Disclosure Check: -
Pre-Employment Medical Questionnaire: -
Date of Last Amendment: 01/05/2026