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TITLE:

- Assistant Contracts Manager, New Works, (The New Works Section is the Project Delivery section of the Iarnród Éireann Infrastructure Manager Department).

ROLE & PURPOSE:

- Deliver New Works projects to authorised budget, time, quality and scope targets by:
 - Diligent Contract Management from tender stage to project completion.
 - Effective utilization of in-house and external resources.
- Ensure in conjunction with the New Works Commercial Manager that value for money is delivered and achieved on all Contracts awarded.
- Ensure that key objectives of the Capital Works Management Framework (CWMF) are being complied with and achieved at all stages of construction projects;
- Advise on appropriate procurement and contract strategies;
- Prepare project budget cost estimates and detailed cost plans and undertake regular reviews and provide updates as required;
- Challenge all aspects of a project particularly those with time and cost impacts;
- Integrate fully within the design teams to provide an effective commercial & contractual support function;
- Assist the Project Manager to identify, analyse and quantify project risks and update Risk Register & Risk Management Plan;
- Review tender documentation and advise on completeness of the design information to ensure that the fixed price lump sum principle in the public works contracts is not being compromised because of incomplete design, unrealistic programmes etc.;
- Preparation of contract documents & liaison with IE procurement;
- Preparation of bills of quantities;
- Price Bills of Quantities to establish the final pre-tender estimate;
- Draft and issue all requisite tender documentation;
- Examine and assess all tenders and prepare report thereon;
- On award of contract, draft and issue all relevant contract documentation;
- Check progress applications and prepare payment certificates for certification;
- Pro-actively monitor, challenge and report on costs of variations and claims in conjunction with IE's Change Control Procedure (PM005);
- Undertake proactive cost monitoring on all projects; weekly and periodic assessment of internal Iarnród Éireann costs including permanent way, signalling, overhead line & telecoms elements. Comparison and reporting on planned versus actual internal costs;
- Evaluate and assist in the negotiation of delay/disruption and other claims;
- Prepare Final Account including adjustment for variations/claims etc.;
- In conjunction with the Project Manager lead Final Account negotiations with Contractor to ensure that all settlements reached deliver best value for money, are fully auditable and are in line with the contract provisions;
- Where required provide effective commercial, contractual and risk analysis support in any construction dispute resolution proceedings where they arise;
- Liaise with all project managers & external consultant teams to ensure that the Change Control procedure is being complied with, co-ordinate periodic review of Change Register Reports & prepare report for review by IE's Commercial Manager;
- Ensure that ethical principles of integrity are upheld and Iarnród Éireann Procurement Rules are complied with.
- Monitoring & reporting all aspects of the New Works Projects.
- To provide professional support in terms of management of projects undertaken by the Commercial Manager, New Works.

REPORTING RELATIONSHIPS:

REPORTS TO:

- Commercial Manager, New Works.

WORKING RELATIONSHIP WITH:

- IE Procurement.
- All staff working in the New Works Section – including Programme managers, Project Managers, Planners, Contract Managers, Accountants, Task Leaders and Designers;
- External contractors.
- External consultants.
- Project Support Staff working in the wider organisation, including Signalling, Electrification and Telecoms Department, CIE Group Solicitors, CIE Group Property, IM Operations Department, Railway Undertaking, IT department etc.;
- CCE, SET, RU Staff.
- External Agencies as necessary.

KEY QUALITIES:

ESSENTIAL:

- Minimum qualifications are QS / Construction Economics degree or Construction / Project Management degree and/or Chartered Quantity Surveyor (MRICS or SCS) Member of the Society of Chartered Surveyors or Royal Institution of Chartered Surveyors.
- Minimum of 10 years relevant experience commensurate to this role.
- Proven commercial skills, awareness and experience (pre & post-contract duties) on large construction projects;
- Demonstrable ability to manage and administer construction contracts.
- Detailed knowledge and application of the Public Works suite of contracts.
- Knowledge and awareness of other standard forms of Contract – RIAI, IEI, FIDIC and target cost contracts (NEC etc.);
- Experience and involvement in construction dispute resolution proceedings (conciliation, arbitration, adjudication etc.);
- Demonstrable ability to produce bills of quantities, tender and contract documentation;
- Strong leadership, negotiation and interpersonal skills.
- Experience of Final Account negotiations and settlements.

DESIRABLE:

- Demonstrable ability to produce and manage budgets.
- Understanding of Project Management Procedures.
- Experience and involvement on construction dispute resolution proceedings (conciliation, arbitration, adjudication etc.);
- Previous working experience on railway related projects.
- Experience working within a multi-disciplinary team including; signalling, electrical, telecoms, civils, structures, track, environmental and construction elements.

COMPETENCIES:

- Commercial Awareness.
- Demonstrated project management experience.
- Strong leadership skills.
- Excellent communication skills.
- Established Specialist Knowledge.
- Demonstrable ability in planning and organising.

GENERAL MANAGEMENT RESPONSIBILITIES:

- **Safety:** To support all aspects safety in line with the New Works Safety Management System and to discharge your safety responsibilities as outlined by your reporting Manager and Safety Responsibility Statement (SRS).
- **Engineering:** To assist the Project Managers etc. in ensuring that all projects are properly progressed in accordance with the IE and IM policy, standards and procedures including CIE Procurement Policies.
- **People:** To ensure constant communication with all colleagues within your area and to support the People Management policy within the IM team.

SPECIFIC RESPONSIBILITIES:

ENGINEERING

- Assist the Commercial & Programme Manager, New Works, in the development of Infrastructure.
- Responsibility in your area of control for the feasibility work, design, procurement, construction, commissioning and handover of projects.
- Responsible for ensuring that projects are managed in accordance with defined project management and control procedures.
- Responsible for the ongoing implementation of appropriate project and contract control mechanisms and for their monitoring and reporting.
- The successful candidate will have responsibility for managing commercial aspects of the New Works Projects.

SAFETY

- You will completely and fully deliver your responsibilities as specified in the Safety Responsibility Statement which accompanies this role.
- Review on an on-going basis risks relevant to your role including both occupational and asset related risks.
- Ensure that all attend all briefings on Safety as necessary.

PEOPLE

- Comply with corporate HR policy and procedures.
- Provide all necessary support to ensure that responsibilities and priorities are appropriately assigned to achieve the New Work's safety objectives.
- Provide all necessary support to staff to enable the execution of their role.
- Communicate effectively with all staff to ensure proper execution of tasks.

FINANCE

- Plan, monitor and report on all financial aspects of those works for which you are responsible.
- Prepare and manage budgets as necessary ensuring all chargeable and non-chargeable items (person hours) are accurately captured.
- Undertake all activities in line with the Iarnród Éireann governing procurement policies and procedures.
- Provide support to the Commercial and Programme Managers in the preparation of all required period, quarterly interim and annual reports.