



CANDIDATE BRIEF CONTRACTS MANAGER

THE ROLE

The role of Contracts Manager is central to the successful delivery of LRL Roofing Solutions' projects.

This position is focused on managing projects from handover through to completion, ensuring works are planned, coordinated and delivered safely and efficiently. You will work closely with site teams, surveyors, suppliers and senior management to maintain programme, cost control and quality across all allocated projects.

You will be responsible for overseeing day-to-day project delivery, coordinating labour and materials, monitoring progress on site and resolving issues as they arise. The role suits a proactive and organised individual who can manage multiple projects, communicate clearly with all stakeholders and consistently uphold LRL's standards of Safety, Quality and Value.

Title: Contracts Manager

Reporting to: Operations Director

Direct reports: Operatives

Location: Eccles, Manchester

Proposed start: ASAP

Hours: Mon-Fri, 8:00-17:00 (39)



PACKAGE



- Salary of between £50-£60k in-line with experience
- Car allowance or company vehicle
- Birthday and long service award scheme
- Company pension
- 22 days holiday increasing to 25 with length of service
- Training & development
- Staff events
- Early finish on Fridays
- Company healthcare cash plan
- Discounts at major retailers

PROCESS

Candidates are to submit their CV with a short email to hr@lri.ltd describing why they are a great fit for this position.

- Face-fit by phone to explore the opportunity, ask any questions and get to know each other followed by:
- First interview
- Second formal interview
- Third and final interview

Any offer is subject to references. We are an equal opportunities employer and are committed to eliminating discrimination in all forms. We welcome applications from all individuals regardless of age, gender, ethnicity, disability, religion, sexual orientation, or background, and ensure a fair and inclusive recruitment process.

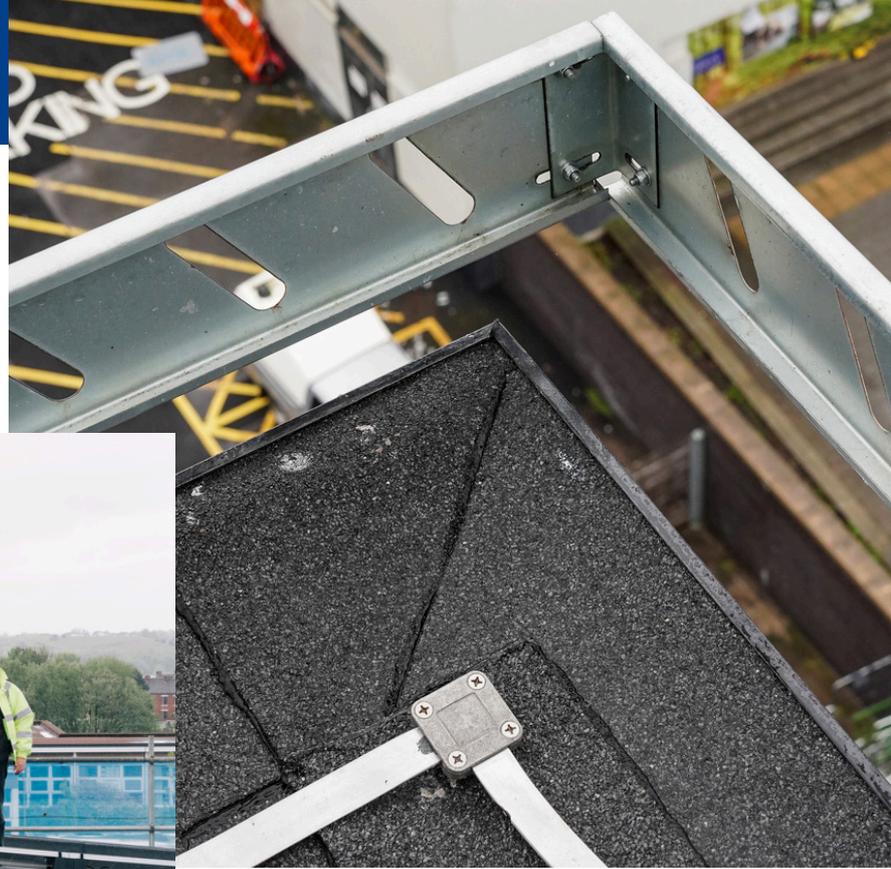
**INVESTORS
IN PEOPLE**[®]

The Equality Register

Member



ABOUT



LRL Roofing Solutions (Liquid Roofing Limited) was established in 2005 by Robert Lomax.

We are proud to be a principle led business, embracing our core values of *Safety*, *Quality*, and *Value* in all that we do. Operating from head offices in Manchester, LRL services clients UK-wide with an emphasis on the M62 corridor.

Our mission is to deliver unbiased, economical and technically sound solutions that meet our clients' budgetary and longevity requirements. In doing so we work alongside the leading roofing system manufacturers such as Bauder, Sika, IKO, Polyroof and others.

We deliver a broad range of flat roofing services and are trusted to operate across diverse sectors, including healthcare, education and defence, as well as factories, places of worship and other critical assets. The business has secured two NFRC awards in recent years, reflecting consistent standards in workmanship and project delivery.

Recent partners:



WHY **LRL** ?

ROOFING SOLUTIONS



By Managing Director, Robert Lomax

“When I set up LRL Roofing Solutions in 2005, the focus of the business was to make a profit. As the business has matured, I have come to realise that making money, while a necessity, isn’t what drives me.

In 2014, after watching a great TED talk by Simon Sinek, titled ‘*How Great Leaders Inspire Action*’, I set about thinking what was the ‘*Why*’ at the centre of LRL Roofing Solutions.

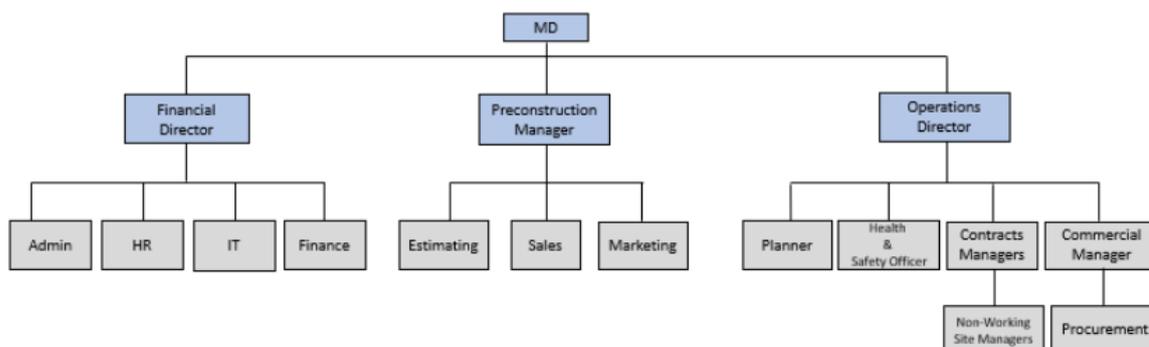
After much thought and exposure to a great learning experience with Goldman Sachs at Manchester Metropolitan University, I realised that what I enjoyed was seeing the people in my organisation grow and succeed (often beyond their own expectations). I also have a strong desire to make a positive impact in the areas that we work, beyond waterproofing their roofs.

Our vision is to improve the quality of life for our team, whilst having a positive impact on the communities in which we work.”

Contracts Manager Job Description 2026

Overview & Purpose of position

LRL Roofing Solutions - Company Organogram



As a Contracts Manager, you will be responsible for overseeing all aspects of the projects allocated to you, from handover from estimating to completion. You will play a crucial role in ensuring that projects are delivered safely on time, within budget, and to the highest quality standards.

Stakeholder	Outputs
Clients	To deliver work to the client specification within the agreed timeframe. To communication effectively and ensure client satisfaction, rectifying issued in good time
Estimating	To gain a clear understanding scope and estimate cost of delivering a project and the requirements of the job. To feedback any learning from projects which can improve future estimates
Labour	To set clear expectations and manage delivery onsite
Suppliers	Maintain a good relationship with suppliers and ensure satisfactory sign off within agreed timeframes
H&S	Work with external H&S consultant to ensure all relevant H&S laws and best practises are adhered to
Commercial/QS	To ensure commercial is informed of all relevant information which effects the financial performance of the job. Work with commercial to ensure projects are delivered to budget and look for ways to enhance delivered margin
Procurement	To ensure materials are delivered to site on time
Operations Director	To receive overall direction for the objectives of the Contracts Department. To update the Operations Director on the performance of jobs and KPI's in relation to the departmental business plan

Job Responsibilities

Job Responsibilities	Description
Project Management	<p>Manage multiple flat roofing projects simultaneously, ensuring that all deadlines are met.</p> <p>Develop project plans, programmes, and budgets, and monitor progress throughout the project.</p> <p>Coordinate with clients, subcontractors, suppliers, and internal teams to ensure smooth project execution.</p> <p>Conduct regular site visits to inspect work progress and address any issues or concerns.</p> <p>Address any issues or obstacles that may arise during construction.</p>
Contract Administration	<p>Ensure compliance with contractual obligations, specifications and drawings.</p> <p>Manage project documentation, including programmes, drawings, permits, supplier orders and internal documentation (e.g. fast field reports).</p>
Team Leadership	<p>Lead and motivate the project team, including site supervisors, roofing installers, and subcontractors.</p> <p>Provide guidance and support to team members, ensuring that they have the resources and information needed to succeed.</p> <p>Conduct performance reviews and provide feedback to team members as needed.</p>
Quality Assurance and Compliance	<p>Implement quality control measures to ensure that work meets industry standards and client expectations.</p> <p>Conduct regular site visits to identify areas for improvement and address any deficiencies.</p> <p>Work closely with stakeholders to develop and implement best practices and procedures.</p>
Commercial Management	<p>Deliver the project in line with the estimate and programme. Communicate any concerns with delivering on budget to stakeholders early, to allow solutions to be sought.</p> <p>Communicate any variations from the original scope of works to the Commercial Manager prior to carrying out works.</p> <p>Identify opportunities for cost savings and efficiency improvements.</p>
Health & Safety	<p>Promote a culture of safety on all sites, ensuring compliance with health and safety regulations, company policies and site specific RAMS.</p> <p>Ensure all site employees have the relevant training prior to executing a task.</p> <p>Conduct safety meetings and training sessions/tool box talks for project teams.</p> <p>In line with company policy investigate and report any accidents or incidents, and implement corrective actions as needed.</p>
Risk Management	<p>Identify potential risks and develop strategies to mitigate them.</p> <p>Implement safety protocols and procedures to ensure a safe working environment.</p> <p>Address any safety concerns or incidents promptly and effectively.</p>
Stakeholder Communication	<p>Communicate regularly with stakeholders. Provide updates on project progress, milestones, and any issues or challenges. Foster strong relationships with stakeholders to ensure satisfaction and alignment of goals.</p>

Required Competencies/Skills

Competency	Description
Experience	Min 5 years' experience in construction project management
Health & Safety	Good knowledge of relevant H&S laws and standards
Construction Knowledge	Strong knowledge of flat roofing, materials, and techniques.
Project management	Good project management skills, with the ability to manage multiple projects simultaneously.
Resource management	Manage resources such as labour, plant, and materials efficiently to meet project requirements and deadlines.
Commercial	Be proficient in budgeting, cost control, and financial analysis.
Communication	Good communication skills, both verbal and written.
Leadership	Good leadership and interpersonal skills, with the ability to motivate and inspire your teams.
Problem Solver	Enjoy tackling complex challenges, breaking them down into manageable parts, and finding effective solutions.
Communication	<ul style="list-style-type: none"> • Assertive: Individuals who express their thoughts and opinions confidently, while also respecting the views of others. • Persuasive: People who are skilled at influencing others, whether through compelling arguments or charismatic persuasion. • Active Listeners: Employees who attentively listen to others, seeking to understand their perspectives before responding.
Agile	Quick to adjust to new circumstances, maintaining a proactive approach to change.
Emotional Intelligence	The ability to understand, manage, and express one's own emotions effectively, as well as to understand, interpret, and respond to the emotions of others in a positive manner. It involves being aware of and in tune with one's own feelings and those of others, and using that awareness to navigate business interactions and relationships effectively.
Management	Coordinating and overseeing projects to achieve specific goals efficiently and effectively. It involves planning, organising, leading, and controlling resources such to accomplish predetermined objectives.
IT	Good knowledge of Microsoft 365 software & project management
Driving License	Hold a valid driver's license and be willing to travel to sites as needed.

Behaviours and Characteristics LRL Associates with this position

Goal Orientated - focused on reaching a specific objective or accomplishing a given task, driven by purpose

Communicative - the ability & tendency to communicate effectively with others

Confident - state of assurance, self-belief, and trust in one's abilities, qualities, and judgment

Persistent - Continuing firmly in a course of action in spite of difficulty or opposition

Collaborative - Involving the cooperative efforts of multiple people or groups working together to achieve a shared goal or outcome

Leadership - The action of leading a group of people or an organization, involving the ability to guide, motivate, and inspire others towards achieving a common vision or goal

Inventive - Having the ability to create or design new things or solutions, often through the use of imagination and resourcefulness.

Disciplined - Showing self-control, restraint, and adherence to rules or standards; able to maintain focus and persevere in the pursuit of goals despite challenges or distractions

Considerate - Thoughtful and mindful of the feelings, perspectives, and needs of others, showing respect and courtesy in interactions and decisions

Receptive - Open and responsive to new ideas, feedback, or experiences, willing to listen, learn, and adapt based on input from others

Courageous - Displaying bravery, resilience, and fortitude in the face of fear, danger, or adversity, and willing to take educated risks to pursue relevant objectives.

Flexible - Able to adapt easily to changing circumstances or requirements, capable of bending or adjusting without breaking, and being open to alternative approaches or solutions

Honest - Truthful, sincere, and straightforward in words and actions, adhering to principles of integrity and transparency

Supportive - Providing encouragement, assistance, and backing to others, offering emotional, practical, or moral support to help them succeed or overcome challenges

Decisive - Able to make firm and effective decisions promptly, confidently, and with conviction, often based on careful consideration of available information

Resilient - Capable of recovering quickly from setbacks, adversity, or challenges, and bouncing back with strength and adaptability

Strategic - Having a keen sense of foresight and the ability to plan and execute actions effectively to achieve long-term goals or objectives

Responsible - Reliable and accountable for one's duties, obligations, and commitments, demonstrating dependability and trustworthiness

Controlling - Exerting influence or authority to direct or regulate actions, behaviours, or outcomes, often with the intent to manage or manipulate situations or people

Optimistic - Having a positive outlook on life or the future, expecting favourable outcomes and maintaining confidence in the face of challenges or adversity

Enthusiastic - Displaying intense eagerness, excitement, or passion for something, often inspiring others with contagious enthusiasm and energy

Active - Energetic and engaged in physical or mental pursuits, characterised by movement, vitality, and involvement

Extroverted - Outgoing and sociable in nature, enjoying interactions and activities with others, and often gaining energy from social engagement