

Job Description

Job Title	Area Manager (Heating & Renewables)
Department	Services
Location	Inverness, travel as business needs require
Reporting to	Operations Director
Line Manager to	Supervisors and Trades.
Key Relationships	Operations Directors, Contract Managers, Contract Supervisors, Design Department, Electrical Department, HR, H&S, Customers, Clients.

The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within Everwarm. The job description outlines the main purposes in general terms only and is not intended to be prescriptive.

You may be required to carry out other duties in order to commensurate with the post. This will not change the character or purpose of the post but will be necessary to maintain high standards of business practice.

This job description, through Business reasons, may be altered from time to time to meet the changing needs of the Company.

Overview of the Role

Efficiently manage heating and renewables teams to successfully deliver high levels of quality and performance whilst being fully competent in all aspects.

Main Duties and Responsibilities:

- Contracts - Drafting, Evaluation, Negotiation and Execution:
- Act as contractual liaison between employees and customers/suppliers, ensuring timely review and approval / reconciliation of variations
- Provide accurate information to Scottish Government and attend meetings as and when required.
- Contract negotiation until consensus has been reached
- Maintain contractual records and documentation of all contract correspondence, customer contact information sheets, contractual changes, status reports and other documents for all projects.
- As required, provide guidance on contract matters to project managers or other operational staff.
- Develop and implement procedures for contract management and administration. As appropriate, contribute to or influence company policies.
- Work with Finance to ensure adherence to contract terms.
- Work with Supply Chain Manager to ensure competitive terms and conditions.
- Monitor competitive terms. Monitor customer satisfaction with our terms and conditions and contracting practices. Recommend changes.
- Ensure that signed contracts are communicated to all relevant parties to provide contract visibility and awareness, interpretation to support implementation.
- Handle on-going issue and change management.
- Oversee Service Level Agreement Compliance.
- Ensure contract close-out, extension or renewal.

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Qualifications

Essential:

- At least 2-5 years' experience within Contract Management role.
- Current gas qualifications CCN1, CENWAT1, CPA1.
- National certificate in plumbing/heating.
- Unvented hot water.
- Water bylaws 2000.
- OFTEC Oil and Renewables Training
- Good communication and influencing skills.
- Accurate recording and reporting of information.
- Ability to working autonomously.
- Planning and Organising (Scheduling own workload, keeping to reporting deadlines).

Desirable:

- Degree or Graduate Diploma in relevant subject
- IT skills (desirable as training would be provided).

Person Specification

Skills and Knowledge:

- Strong communication, organisation, persuasion, influencing, negotiation and decision making skills.
- Meticulous attention to detail.
- Ability to assess situations and develop/implement improvement plans.
- Ability to work effectively at all levels of the Company
- Strong Commercial awareness
- Sufficiently mobile and flexible to attend evening meetings/appointments.
- Excellent negotiation skills.
- Excellent organizational skills, in particular the storing of information pertinent to Contracts

Personal Attributes

- Self-driven, results orientated with a positive outlook, clear focus on customer satisfaction
- Good planner and able to assess own performance.
- Reliable, tolerant, empathetic, team player.
- Sufficiently mobile and flexible to attend evening meets/forums.
- Well-presented and business like.
- Accurate, assertive and articulate, and attention to detail.
- Ability to challenge
- Enthusiastic.
- Adaptable
- Analytical and logical.
- Self-reliant and organized
- Encouraging to others.
- Persuasive

Additional Requirements:

- Disclosure Check
- Full Clean Driving License

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What We Offer

- The opportunity to work for a highly successful company in the energy services market.
- Company pension scheme
- Car Allowance - 10% of basic salary
- 32 days annual leave
- Access to flexible benefits schemes (which include but are not exhaustive of: buy/sell holidays, childcare vouchers, discount for major retailers, access to mortgage advise, private health care)