

## JOB DESCRIPTION: CONTRACTS MANAGER

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Reporting to: The Directors & The Contracts Managers

Position: Full Time - 40 Hours per week

Holiday: 21 days per year plus Bank Holidays

Pension: Standard company 'Nest' Pension.

Working hours: Variable but typically 08:00 - 17:00.

Work Base: Shipdham, Norfolk and out on sites as needed.

Salary: Commensurate with experience

Other Benefits: Provision of company vehicle for works use only. Mobile phone and IT equipment provided

Start Date: Immediate

### Overview of William Morfoot Ltd:

William Morfoot Ltd is a long established business operating from its base at Shipdham, Norfolk. The company offers specialist contracting services in the form of water management, focusing specifically on agricultural land drainage, watercourse management and environmental services too. It delivers projects across the UK from its Norfolk Base and the company currently employs 25 people.

The company is vibrant and growing and the directors have plans in place to continue growing the business further over the next 5 years.

### Overview of Contracts Management role:

The company is seeking a new Contracts Manager to work within the existing Contracts Management Team on our Agricultural Land Drainage projects which we are required to deliver for our valued clients. This client facing role requires the appointed candidate to producing timely proposals and quotations as well as the overseeing of existing projects. The role is dynamic and varied and will require a driven and motivated candidate to take on the position. It is essential for the candidate to be a proven team player whilst also being someone who can react positively to pressure and changing workloads to suit the day to day needs of the business. **The role will suit some with a practical character and a strong knowledge of farming and agriculture/the land.**

The role requires the appointed candidate to visit clients and project with a view to then undertaking surveys, prepare working plans and drawings before subsequently preparing quotes and detailed costings in relation to the projects which the company is asked to deliver. It will involve a considerable level of communication between our existing teams as well as our client and supplier base. It also will involve the overseeing of the practical delivery of the project through the effective management and communication between our existing delivery teams. Critically, these projects must be delivered on time and to budget.

This role require the candidate to take on considerable responsibility and accountability for the projects they are involved with and is therefore a senior position within our business.

## Farming Connection

Much of the work we do is within the countryside on arable farmland. We therefore have regular interaction with farmers and landowners and it is exceptionally important that we can engage with them on a positive basis. This role therefore will suit an individual who has a passion for farming and the countryside with a strong inbuilt knowledge of modern day arable farming processes. Many of our existing team are from farming backgrounds or have a strong passion for working within the countryside.

## Communication

Communication is a massive part of the role. Communication will be with clients, colleagues, suppliers, sub contractors and other 3rd parties connected to projects the company is involved in delivering. Phonecalls, emails, messaging and conformance with company systems to share information is therefore a significant and very important part of the role. Critically communication must take place in a timely manner to ensure the smooth daily running of company operations.

## Professional personality

This role will suits somebody who is ordered and organised whilst also having a keen eye for detail and taking pride in what they do. The candidate will need to be flexible in their approach to work and able to re-prioritise as necessary in accordance with the needs of what they are being asked to do each day. Sound IT skills and knowledge of standard Microsoft packages will be vital. A working knowledge of GPS, mapping software will also be highly advantageous.

This role requires an individual who is able to work with energy and passion - taking pride in what they do and listening and learning from the other team members as to what they need assistance with. As a contracting business, workloads can vary hugely depending on incoming order/enquiry levels. There is therefore a need for the candidate to be reactive to the workloads of the business whilst also using initiative and common sense to keep on top of 'to do' piles.

## Working Environment

This role will suit an individual who likes a mixture of 'outdoor'/site based working and time in the office. We suggest this role will typically be a 50/50 split between time on farm and time in our office. Time on farm will be in all weathers and seasons and so the role will suit an individual with

a love of the outdoors and a strong appreciation of the countryside. A practical, can-do personality is therefore very much needed for this role coupled up with a desire to learn and develop for the future. The role will allow the appointed candidate to plan and be responsible for their own diary and working week which will also need to fit around regular collaboration/ meetings with the wider team for the overall good of the business.

## Health & Safety Expectations

Our business operates in a sector where H&S plays a critical part in everything we do. The planning of H&S is therefore critical from a contracts manager perspective and we expect all of our contracts managers to take on board this requirement with great seriousness. A formal level of competency in H&S would be advantageous but is not critical. However, the appointed candidate should expect to be undertaking regular and ongoing training and development in H&S as part of their role.

## Organisation and Planning

The role requires the candidate to be ordered and organised in their approach to work. As a business, we use a lot of different software packages and systems to help our business to function effectively and it is expected that the appointed candidate will engage with all of these systems on a regular and collaborative basis as part of their role. The company expects all employees to work smartly and plan their time wisely and this role not only expects the appointed candidate to do this for themselves but also to assist with overseeing that the wider workforce who work for the business are operating as efficiently as possible.

## Ideal Candidate

We are looking to find the right personality and character for this role ahead of everything else. Integrity, professionalism, drive and a strong work ethic are critical traits that we are looking for. The role would suit an individual who already works within the land drainage industry but it could also suit the right person from within the wider agricultural industry of which we are part of. We have an open mind as to where this person could come from and we very much recognise the value of adding to our team with the right people. Our whole business is built on having a strong team of employees and this is very much applicable as far as this role is concerned.

## Desirable Attributes:

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- Strong existing Knowledge of Agriculture and farming
- Knowledge of soils and water also highly beneficial.
- Highly driven and self motivated personality
- An enthusiastic and 'can do' attitude to work
- Ability to work well under pressure
- Confidence to problem solve, make decisions, react to unforeseen situations and ultimately take responsibility on behalf of the company when needed.
- Ability to communicate confidently and knowledgably with both clients and colleagues alike
- Diligent, conscientious and thorough approach towards work
- Ability and willingness to take on board new challenges on a regular basis in keeping with the current requirements of the company
- Ability to work both individually and as part of a team
- Readiness to learn about the nature of our business on a practical level –in particular with regard to the people we employ and the machinery we operate
- Strong sense of integrity
- Practical capabilities coupled with the ability to problem solve with regard to routine day to day activities
- Good basic knowledge of machinery and Equipment.
- A working knowledge of GPS technology.
- A strong working knowledge of Health and Safety
- Existing experience in water management and the land drainage or agricultural sector highly advantageous.

## Main Responsibilities:

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- Liaising with the management team and directors on a day to day basis and directly assisting them wherever possible in planning, pricing and winning future contracts for the business as efficiently as possible.
- Undertaking & overseeing of Topographical Surveys using GPS Technology. Engaging with land owners and farm managers when needed to gain additional information on projects we are being asked to deliver.
- Record Keeping/reporting and site management work
- Analysis of Survey data
- Practical Assessment and Logistics planning around sites and projects the company is asked to consider.
- Preparing maps and proposal plans in Magnet - our Topcon Mapping Software that we use for preparing all of our proposal plans and maps for the drainage schemes and associated projects that we deliver. This work will include assigning titles to maps and preparing the map in a standardised template from the way that the company traditionally looks to present it's plans to clients. Training will be given on this core area of our operations.
- Ensuring that all schemes and projects undertaken by the business are planned and implemented with Health and Safety at the forefront of what we do.
- Preparing Risk Assessment/Method statements and generally planning for H&S provision as needed to ensure the effective and safe delivery of our projects.
- Obtaining and analysing underground service clearance maps. Specifically this will involve studying maps provided by statutory utility providers and obtaining their existing plans relating to the presence of their buried utilities. Where services are present in the fields in which drainage schemes are to be installed, it will be necessary to import the utility plans as necessary to the proposal plans. It will also be necessary to communicate in a clear and concise manner about the nature of the buried service and the risk it presents.
- Preparing job packs and directly assisting the contracts management team to prepare the necessary documents ahead of new projects starting.
- Working with the logistics team to order materials and generally plan for the effective and smooth delivery of our projects.
- Monitoring and liaising with our site teams as needed to ensure output levels and quality standards are being upheld at all times.
- Problem solving and troubleshooting issues which may develop as part of day to day operations. For example - helping to effectively get a site breakdown fixed and resolved so our teams can remain productive in the field.
- Assisting the contracts management team in the sourcing of overnight accommodation for our site teams as necessary when projects are undertaken by the business outside of East Anglia.
- Representing the business at promotional shows and events. Assisting with and helping the directors in arranging promotional events including agricultural shows, promotional days or other educational events designed to generate new enquiries for the business.
- Record Keeping and day to day interaction with the company's systems to ensure that records are kept up to date etc.

- Providing further assistance as necessary to help the directors and contracts management team to effectively and efficiently deliver their roles on a day to day basis.
- Taking responsibility and being accountable for the jobs which have been priced and won. Analysing Job performance. Working with the directors to develop an environment of continuous improvement.
- Working with the directors to assist in further planning for the business including CAPEX planning, business development and general business improvement.

## KEY REQUIREMENTS

Core Attributes	Essential	Desirable
Excellent communication Skills (written and verbal)	✓	
Competent IT knowledge (Microsoft word)	✓	
Team Player work ethic	✓	
Ordered, Organised & methodical approach to work	✓	
Attention to detail	✓	
Ability to respond to pressure / reprioritise workloads at short notice	✓	
Ability to Multitask	✓	
Calm & balanced approach to work	✓	
Appetite to learn	✓	
Enthusiasm and motivation	✓	
Ability to work to deadlines	✓	
Full Driving Licence	✓	
Happy and enthusiastic character to work amongst an existing driven team!	✓	
Numerate & confident in handling financial data	✓	
'Can do' attitude and clear desire to take on new challenges	✓	
Ability to act with professionalism and confidentiality when required	✓	
Prepared to work away from home	✓	
Sound knowledge of machinery/equipment	✓	
Passion and knowledge of farming/Agriculture	✓	
GPS Experience	✓	
Mapping Software Experience	✓	
Formal qualification in Health & Safety		✓
Appetite to train/learn and improve	✓	

The position will be principally based at our headquarters at Shipdham in Norfolk as well on the sites and farms where the company is delivering it's projects. These projects could be anywhere across the UK and the role therefore could involve travel and staying away overnight when needed.

The role comes with 21 days paid holiday per year (plus standard UK public holidays too.). The company closes between Christmas and New Year and staff are expected to use up a proportion of their annual leave during this period.