

JOB DESCRIPTION

Contracts Manager

College Background

Since its foundation in 1869, Girton College has led the way in educational empowerment. Founded as the UK's first residential institution for the higher education of women, Girton was part of a global movement for the full participation of women in political, professional, and scholarly life.

Fully mixed since 1979, Girton remains an inclusive, and supportive community, with academic excellence, intellectual curiosity, and widening participation at its core. Today, the College is home to around 900 students, 150 Fellows, and over 135 professional and operational colleagues.

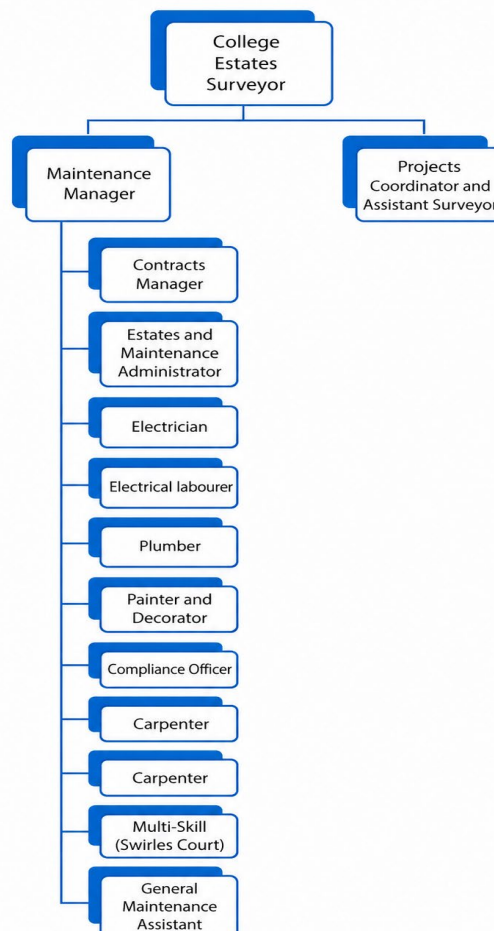
Set in more than 50 acres of greenbelt, Girton combines rich Victorian heritage with outstanding contemporary facilities, offering a distinctive collegiate environment just outside the centre of Cambridge. The College provides a holistic educational experience, combining academic rigour with a vibrant cultural and social life, and extensive opportunities for personal development.

Girton's global community extends well beyond Cambridge, with more than 12,000 alumni in 116 countries. Our founding belief remains as relevant today as it was in 1869: that education can transform individual lives and help shape a better, more inclusive future.

Role Purpose and Department Structure

Team/ Department: Maintenance

Reporting to: The Maintenance Manager



Purpose of Job

The Contracts Manager is responsible for the procurement, management, and performance of external contractors and service providers across the College estate (main site, Swirles Court and all external properties). The role ensures that all contracted works are delivered safely, compliantly, and in line with College standards, budgets, and statutory requirements.

Working closely with and reporting to the Maintenance Manager, the post-holder forms part of a collaborative management structure, supporting resilience, compliance, and effective delivery of maintenance and project works.

Role Duties and Responsibilities

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive but highlight the main tasks.

Contracts and Procurement

- Lead on procurement, tendering, and appointment of contractors in accordance with College procedures.
- The role will predominantly involve coordination and management of all Estate and Maintenance department contracts, including a review of all existing planned maintenance service contracts.
- The role will also include reviewing and arranging external contracts for other Departments (such as House Services, Gardens, and Catering) from time to time, and as required and directed by the College Estates Surveyor or Junior Bursar.
- Prepare specifications, scopes of work, and contract documentation.
- Ensure fair, transparent, and compliant procurement processes.
- Support EDI and cultural improvement.
- Responsible for external contracts and contractor management.

Contract Management

- Monitor contractor performance, quality of work, and adherence to programme and budget.
- Manage term contracts and service agreements.
- Ensure contractors are competent, insured, and compliant with College requirements.
- Liaison with and supervision of contractors when they are on College premises. Proactive application of procedures intended to ensure that contractors are competent, diligent and fully insured.

Projects and Planned Works

- Oversee delivery of planned maintenance and minor capital projects.
- Work closely with the Projects Coordinator and Assistant Surveyor to programme and coordinate works. Collaboration with the Projects Coordinator and Assistant Surveyor will include works to plan, manage and monitor minor projects across the estate.
- Ensure minimal disruption to College operations.

Compliance and Standards

- Ensure all contracted works comply with statutory regulations, codes of practice, and listed building requirements.
- Maintain robust records of inspections, certifications, and contractor compliance.
- Support audit processes and regulatory inspections.
- Strengthen compliance, governance, and estate stewardship.

Financial Management

- Manage budgets for contracted works and planned maintenance.
- Monitor costs, approve invoices, and ensure value for money.
- Contribute to long-term maintenance and capital planning.

Systems and Process Development

- Support implementation of new systems for contractor management and compliance tracking.
- Improve processes for contract oversight, reporting, and data management.
- Contribute to digital up grading and new system implementation.

Collaboration and Liaison

- Work closely with the Maintenance Manager to coordinate internal and external delivery.
- Liaise with consultants, surveyors, and external bodies as required.
- Support stronger integration between Estates and Maintenance functions.
- Work collaboratively with the Maintenance Manager, providing mutual support and resilience. Whilst there will be no formal deputy structure, it is anticipated that the Contracts Manager will deputise for the Maintenance Manager during periods of absence or leave. A collaborative and close working relationship is required between the Contracts Manager and Maintenance Manager, with an understanding of responsibilities and tasks between each role.
- Work collaboratively with the College Estates Surveyor and in the planning, development and running of project work, including planned Capex projects. Under College Estates Surveyor direction, also liaise with the Projects Coordinator and Assistant Surveyor.

Financial Responsibilities

- The Contracts Manager is in a position of trust with regard to the department's expenditure and in the placing of contracts. S/he must demonstrate full compliance with the College's financial regulations, including the declaration of interests, for example personal connection with contractors, and ensuring transparent, fair and competitive tender processes for quotations and contracts.
- Responsibility for contract budgets and procurement processes.

- Ensure compliance with College financial regulations and transparency in tendering.

General

- The post holder will be required to work in accordance with College policies and procedures.
- The post holder will be expected to participate in training designed to minimise occupational risks. This may include manual handling training, safe use of Display Screen Equipment, PREVENT, GDPR and other data protection training and Health & Safety training as advised.
- Any other reasonable duties as requested by the Head of People & Culture.

Every job description in the organisation will be subject to a review on an annual basis at the time of the PDR meeting and may be reviewed as a result of a change in strategic direction or operational requirements. It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

PERSON SPECIFICATION

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications	Essential	Desirable	Method of assessment
Relevant qualification or equivalent practical experience in construction, project management, contract management, procurement, facilities management or a related area.	✓		CV and Cover Letter Interview
Relevant degree/HNC/HND/professional membership		✓	
5 years or more training in procurement or contract management practices	✓		
Evidence of continuing professional development (CPD)	✓		
Trade experience in a building-related discipline		✓	
Membership of a relevant professional body (e.g. RICS, CIOB, APM)		✓	
Training in procurement or tendering processes		✓	
Health and Safety training (e.g. NEBOSH, IOSH)		✓	
Skills and Experience	Essential	Desirable	Method of assessment
Experience of managing contractors, contracts, and procurement processes	✓		CV and Cover Letter Interview References
Experience of preparing specifications, tender documentation, and evaluating bids	✓		
Experience managing budgets and monitoring expenditure	✓		
Experience overseeing planned maintenance or minor capital works projects	✓		

Experience ensuring compliance with statutory and regulatory requirements	✓		
Experience of negotiation of contracts	✓		
Proven budgetary responsibility	✓		
Experience working within a higher education, collegiate, or public sector environment		✓	
Experience working with historic or listed buildings		✓	
Experience working with consultants, surveyors, and external stakeholders		✓	
Experience implementing or managing contract management systems		✓	
Experience of quantity surveying		✓	
Strong knowledge of contract management, procurement, and tendering processes	✓		
Good understanding of UK building regulations, planning regulations, compliance requirements, and standards	✓		
Ability to manage contractor performance and ensure quality delivery	✓		
Strong financial and commercial awareness	✓		
Excellent organisational and project coordination skills	✓		
Strong IT skills, including Excel and contract/project tracking systems	✓		
Effective negotiation and communication skills	✓		
Understanding of UK safety legislation relating to the built environment, including CDM Regulations and the Building Safety Act	✓		
Knowledge of UK conservation principles and requirements		✓	
Understanding of sustainability and energy efficiency in building projects		✓	
Familiarity with CAFM or compliance management systems		✓	
Experience of facilities management software and/or repair reporting databases		✓	
AutoCAD drafting skills		✓	
Knowledge of ANUK accreditation		✓	
Personal qualities	Essential	Desirable	Method of assessment
Strong attention to detail and commitment to compliance and standards	✓		CV and Cover Letter Interview References
Professional, objective, and able to exercise sound judgement	✓		
Collaborative approach, working effectively with Maintenance Manager and wider teams	✓		
Ability to build constructive relationships with diverse contractors and stakeholders	✓		
Proactive and forward-thinking, with a focus on continuous improvement	✓		
High level of integrity and transparency in procurement and financial matters	✓		
Flexible and resilient, able to manage multiple priorities	✓		

and adapt to changing project needs			
Highly motivated	✓		
Ability to work independently and as part of a team	✓		
Thoughtful and respectful approach to working within a historic and academic environment	✓		

As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.

EMPLOYMENT

Salary	USSS Point 45 - £43,099 per annum
Working arrangements	Full Time, 37.5 hours per week.
Contract term	Permanent (subject to a six-month probationary period)
Annual leave	Pro-rata of 26 days paid holiday plus 8 public holidays.
Other	We also offer: - Life Assurance 3 X Annual salary - Employee Assistance Programme - Workplace Pension - Health Cash Plan (MediCash) - Cycle to Work Scheme - Electric Car Scheme - Gym & swimming pool - Free Staff Lunch and refreshments - Staff discount to hold private events in College - Local Discounts via the University - Access to a Holiday Playscheme <i>Some of the above are non-contractual</i>