



Suffolk Joint  
Construction  
Committee

# Contracts Manager

Construction contracts managers help to win construction contracts. They also help to control costs and keep construction projects on track.

## THE ROLE

Projects can include everything from commercial and residential developments to road and rail engineering works.

If you're good with numbers and IT and can pay close attention to detail, you could find a career as a construction contracts manager very rewarding.

To do this job you will need experience in the construction industry, although you may be able to get in if you have a background in contracting and managing projects in other sectors.

As a construction contracts manager, you might be responsible for a single large contract or a number of smaller ones. You would also be the main point of contact for clients, site managers and building contractors throughout the project.

## SALARY EXPECTATIONS

Typical salaries range from £35,000 to £55,000 a year

Senior contracts managers can earn between £50,000 and £70,000 a year

The job often comes with a car allowance and other additional benefits

## CAREER PROGRESSION

CONSTRUCTION  
BACKGROUND

PROJECT  
MANAGER

CONTRACTS  
MANAGER

CONTRACTS  
DIRECTOR

# Contracts Manager

## ENTRY ROUTE

You would normally need experience of working with building contracts and a background in civil or structural engineering, or construction management to move into this career. Experience quantity surveying may also be useful.

If you have project management experience from another industry, you may be able to use this to move into the construction sector.

Another route in is to start out as a contracts assistant or administrator with a construction company. With the right training, you may be able to work your way up to contracts manager after gaining experience in the industry.

You would normally be expected to have a foundation degree, HND or degree in a relevant subject to find work or to get a place on a company training programme. It may help if you choose a course that includes contracts and contract law. Relevant subjects include:

- Building studies and building engineering
- Civil and structural engineering
- Construction management and construction project management
- Quantity surveying

## TYPICAL TASKS FOR A CONTRACTS MANAGER:

- Meet with clients to understand what they want to do

- Put together plans and estimates, including budgets and time scales
- Prepare and present documents for tenders
- Contribute to work planning, and brief project teams, contractors and suppliers
- Agree any extra work to be done within set time scales
- Gather all information together for invoicing at the end of the project
- Supply information to resolve disputes if they arise
- Identify areas for improvement in existing contracting processes

You would work closely with other construction professionals, including construction managers, quantity surveyors and planning engineers. You may also have other responsibilities, for example overseeing health and safety.

**For more information on becoming a contracts manager visit:**

[www.goconstruct.org](http://www.goconstruct.org)

[www.citb.co.uk](http://www.citb.co.uk)

[www.ciob.org](http://www.ciob.org)

[www.rics.org](http://www.rics.org)

**or talk to your local college**

## Your career journey starts here!

