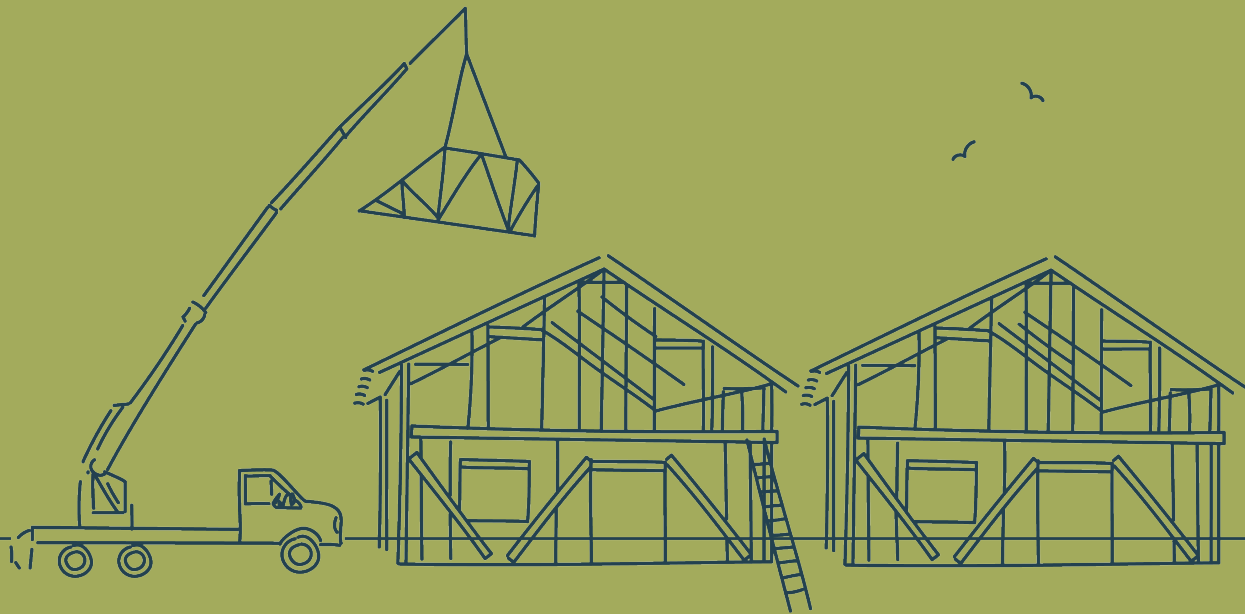


Contracts Manager

Applicant Information Pack



Alternative formats

If you require this document in an alternative format, such as large print or a white or coloured background, please contact our Communications team.



unitedwelsh.com/contact



tellmemore@unitedwelsh.com



0330 159 6080

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About the United Welsh Group

United Welsh is an award-winning not-for-profit organisation providing homes and related services in South Wales. We are passionate about building homes, creating communities and transforming lives.

We look after over **6,700 homes** for people across **11 local authority areas**, and our services help thousands more in our communities.

Helping people to live happily and in good health is important to us, and we are proud to have been named fifth best landlord in the UK.

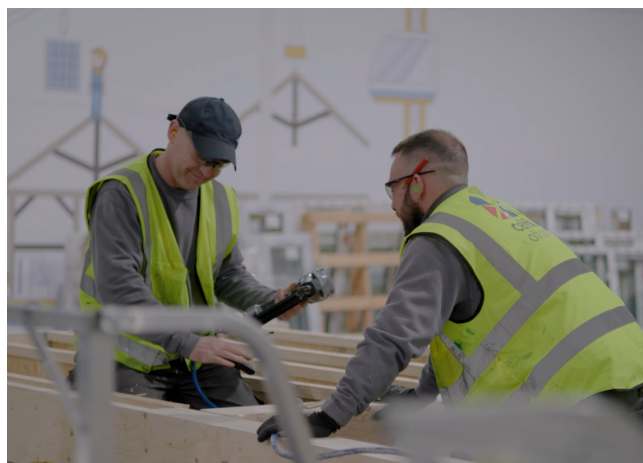
We have a new building programme that is worth around **£55m** each year and in the next five years, we intend to build **1,300 more homes**.

We are ambitious about how we can help people to live their best lives, working with a range of partners including local and national government and the NHS to give people choice; tackling poverty, improving wellbeing and playing our part in ending homelessness.

The Group includes our repairs and maintenance service Celtic Horizons; timber frame home manufacturer Celtic Offsite and Harmoni Homes Ltd, which builds affordable homes and homes for sale.

With over **400 employees** and a turnover of over **£40m**, we are an ambitious organisation with a strong sense of social purpose.

Life at United Welsh centres around our culture. We live by our values which connect us and inspire us, guiding our strategies as well as the decisions we make day to day.



About Celtic Offsite

Celtic Offsite is a leading manufacturer of high-quality, sustainable timber frame homes, featuring factory-fitted insulation and windows.

Based at Pontygwindy Industrial Estate in Caerphilly, Celtic Offsite:

- Manufacture high quality, sustainable **timber frame structures** complete with factory fitted insulation and windows to build up to **250 low carbon homes per annum**
- Use over **28,000 sq. ft** of manufacturing facilities to provide affordable housing for contractors and developers
- Use a **Welsh supply chain**, including local partners and Welsh timber where possible.

The factory has been awarded **three prestigious International Organization for Standardization (ISO) certifications**; ISO 9001 for quality management, ISO 14001 for environmental management and ISO 45001 for occupational health and safety.

Celtic Offsite has also achieved **PEFC certification** for the chain of custody of forest-based products and was awarded Gold by the Structural Timber Association in their latest audit.

The factory has been certified as a **Climate Positive Business** by Earthly, and have removed **134.65 tonnes of carbon** since 2021.

We work with Carbon Footprint Ltd to continue to offset our carbon production by **planting one tree for every tonne we produce.**



Group structure

United Welsh

**Celtic Horizons
Ltd**

**Harmoni
Homes Ltd**

Developing homes for
United Welsh

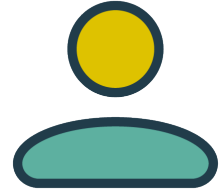
**Celtic
Horizons**
Asset
Management

**Celtic
Offsite**
Timber frame
factory

The Celtic Horizons
asset management
service for
United Welsh
is delivered in
partnership with
Mears Ltd



Job Profile



Contracts Manager

Reporting to
Managing Director

Broad purpose of the post

We are looking for someone decisive, organised and experienced in delivering structural packages to join us as a Contracts Manager, and act as the single point of contact for clients and main contractors.

In this role you will coordinate internal teams across design, manufacture, logistics, and site erection to ensure successful project outcomes in line with programme, quality, safety, and commercial targets.

As Contracts Manager you will oversee the end-to-end delivery and commercial management of our timber frame projects, from contract award through to handover.

- Permanent, full-time, 40 hours
- £51,250 per annum
- Closes Monday 12th January, 12pm (midday)
- Interviews w/c 19th January

Key Accountabilities



- Oversee contract and commercial management, including reviewing and executing contract terms, maintaining risk registers, issuing contractual notices, and managing change control and payment applications
- Lead programme and delivery management, by building and owning the master programme, chairing progress meetings, coordinating logistics, and managing site erection partners
- Drive design coordination, ensuring all technical standards are met and design decisions are logged and approved
- Ensure factory readiness and quality assurance by implementing inspection and test plans, managing non-conformance reports, and approving delivery sequencing
- Maintain health, safety, and CDM compliance by leading site inductions, ensuring incident reporting, and participating in audits
- Manage client and stakeholder relationships by providing clear reporting, managing handover documentation, and ensuring satisfaction



Personal Requirements

Essential

- Significant proven experience delivering structural packages (preferably timber frame) from contract award to site erection
- Strong working knowledge of JCT/NEC forms, notices, and dispute avoidance techniques
- Proficient in programme planning (MS Project or Primavera) and change management
- Solid understanding of Building Regulations, Eurocode 5, fire and acoustic performance, vapour control, and airtightness details
- Excellent stakeholder management skills; decisive, organised, and commercially astute
- Competent in RAMS, lift plans, logistics, and subcontractor management.
- Experience with quality assurance systems and non-conformance management
- Demonstrated ability to drive continuous improvement in safety and quality
- Welsh language skills

Desirable

- Experience with timber frame projects specifically
- Additional training or certifications in planning, contract administration, lift planning, or CDM



Requirements within the essential criteria of the Personal Requirements will be used for shortlisting purposes. However, all of the criteria will be considered in the process of making an appointment.

Terms and Conditions

Current salary

Total salary is **£51,250** per annum.

Pension scheme

While working at Celtic Offsite you are eligible to join our pension scheme. United Welsh partner with the **Social Housing Pension Scheme (SHPS)** to deliver our pension provision for employees.

SimplyHealth

While working at United Welsh you are eligible for enrolment in our SimplyHealth healthcare plan.

Leave

- **25** days plus Bank Holidays

Right to work in the UK

We welcome applications from individuals who already have the right to work in the UK, as unfortunately, we are unable to offer visa sponsorship at this time.

Any job offer will be dependent on receiving appropriate documentation to confirm your eligibility to work in the UK, as part of our commitment to compliance and fairness.



How to apply

To apply, please send a CV and cover letter to jobs@unitedwelsh.com. Your cover letter must address each of the essential and desirable criteria, detailing your knowledge and experience in relation to each one, in no more than 1,000 words.

In addition to your CV and cover letter, please also complete our online Equality, Diversity and Declaration of Interest form which can be found on our website [here](#). If you do not complete all parts of this process, you will be at risk of your application not being progressed further.

Closes: Monday 12th January 12pm
Interview date: w/c 19th January

We reserve the right to close this role early if we receive a high volume of suitable applications.

Within your CV, please provide the names, positions, organisations and contact details for two referees, one of whom should be your current or most recent employer. We will not approach these referees prior to the shortlist stage, and we will seek your permission first. However, references will be sought as part of our pre-employment checks for the successful candidate.

- We would be grateful if you could submit the Equality Diversity and Declaration of Interest form with your application. You can complete this form online. The information you provide will be used for monitoring purposes only and will be kept separate from your application
- Please ensure your CV and other documents are emailed as a Word or PDF file, as unfortunately, we are currently unable to accept applications in any other formats at the moment
- Requirements within the essential criteria of the Personal Requirements will be used for shortlisting purposes. However, all the criteria will be considered in the process of making an appointment.

Your privacy is important to us. To learn more about how your personal information is processed when applying for a job with us, you can find our Privacy Notices [here](#).

