

Honeywell Job Description

Job Title:	Graduate Contracts Administrator		
Reports To:	Pacific Commercial Manager		
Department:	Projects	Matrix Manager :	District General Manager
SBG / SBU:	HBT/HBS	Date Compiled:	22 February 2018

Position Purpose/Summary

Brief summary of position's purpose or role – the primary objective of the role

The Graduate Contracts Administrator will assist to control and measure the cost, time and scope of a project in accordance with the Contract. These activities will include but not limited to cost planning, account valuation, cost estimation, planning and scheduling, subcontractor management, change order management, negotiation and dispute resolution.

The Graduate Contracts Administrator will assist in controlling Project cost by accurate measurement of progress and required work via the application of skills and knowledge of labour, materials and subcontracting cost with an understanding of the implications of design decisions, scope changes and project schedule and/or delays.

The Graduate Contracts Administrator will also provide the required contractual support to the TAM and Service businesses.

Key Accountabilities / Deliverables of the role

- Demonstrate awareness of HSE issues, participate in Honeywell Safety Observation System (SOS) requirement. Ensure HSE and Compliance is always top of agenda.
- Walk site/construction site as directed to ensure understanding of site progress and site issues.
- Maintains customer satisfaction at acceptable levels, assist in promptly resolving customer issues
- Keep abreast of all major changes and developments in the areas of Building law, Construction practice and Industry Standard Forms of Contract, and advise District/Project management accordingly.
- Ensure applicable local and industry codes and standards are upheld.
- Ensures that Honeywell Standard Operating Procedures are adhered to.
- Control margin deviation through rigorous cost control and forecasting
- Participate in early reporting of risks / opportunities and potential risk of margin deviation
- Contribute to well managed Project Reviews providing early reporting and clear/concise information about the project financial status
- Assist with sub-contractor qualification and quotation reviews
- Work with the Project Team to maintain an up-to-date risk and opportunity register to demonstrate the full range of possible financial outcomes for the project.
- Assist in the management of the flow of information to and from the Company to ensure compliance with the contract programme and contractual commitments.
- Assist the Project Manager to prepare Contractual correspondence with reference to specific entitlements and time bars as set out in the Contract (e.g. EOT, delay notices, variations).
- Manage the variation process and ensuring the Company position is secured financially and contractually.
- Assist Supply Chain in the selection and appointment of subcontractors to ensure back to back terms and conditions of appointment. Assist & advise on the management of their activities to ensure their performance on the contract.
- Provide support / manage all claims against Honeywell including mediation, adjudication, arbitration or litigation in the event a dispute cannot be resolved by negotiation
- Manage all subcontractors contractual and performance issues, including authorization of payment on account.
- Assist in the management of the central register of and the issue and retrieval of all Bonds/Guarantees and Warranty documentation.
- Ensure sufficient records are kept and all relevant contractual notices are issued throughout the project to secure the Company position and that of any subcontractors including facilitating and/or negotiation of claims while work is in progress
- Maintain accurate contract files for all correspondence and other related contractual documentation, including transfer to company archive after issue of final certificate.
- Assist in the management and documentation of the snagging and handover process to secure the Company's liability position.
- Maintains customers satisfaction at acceptable levels and promptly resolves customer issues
- Assist in preparation and submission of regular job costing reports, including forecasts, cash flow, labour profiles and 4 blockers.

- Assist in maintaining accurate Bill of Quantities showing actual costs incurred, committed costs, forecast uncommitted, contingency reserves and variances from budget.
- Ensure the financial and project management systems are used effectively and assist with rollout of new phases. I.e. ePSF, ProjectVision etc.
- Assist in the collection of retention amounts and the collection of all Final Certificates.
- Provide support to comply with the change order management process and to keep the change order register current to enable financial reporting
- Optimize the Project's Working Capital. Progressively build up information to facilitate prompt preparation of the Honeywell final account, including subcontractor accounts, and ensure receipt of cash through to issue of final certificate.
- Prepare, submit and agree interim applications for payment and ensure cash received, including the submission and agreement of Change Orders, Day works and any subcontract amounts.
- Provide support to controls cost and maximize productivity through the utilization of effective tools, processes and products.
- Participate in estimate review process prior to jobs or contracts being quoted to ensure labour estimates are correct and that the work is achievable. Ensure that subcontracts quotations, where applicable, are complete and documented.
- Assist with preparation and review of tenders to ensure commercial viability. Ensure that proposal contains all necessary inclusions, exclusions, qualifications and that programme/duration, scope, and project specifics have been taken into consideration. Ensure that Contract is reviewed from the operations perspective and that any departures from the contract review are combined with departures from legal review and are included in the proposal.
- Participates in risk review and sales to operations handover meetings for assigned projects.
- Assist with sub-contractor qualification and quotation reviews
- Assist the Project Manager to maintain an up-to-date risk and opportunity register to demonstrate the full range of possible financial outcomes for the project.
- Develop an effective relationship with the Sales and Service teams so as ensure, effective sales to operations handovers.
- Assist with Service/TAM Projects in contract compliance and administration matters.
- Assist in the ongoing development of processes and systems to maximise efficiency and effectiveness of commercial support.
- Assists the Project team with resource planning.
- Keep abreast of all major changes and developments in the areas of Building law, Security of Payment Acts, Construction practice and Industry Standard Forms of Contract, and advise District/project management accordingly
- Assist in the ongoing development of processes and systems to maximise efficiency and effectiveness of commercial support.

Key Success Factors (Key Metrics / KPIs / Deliverables)

- Minimizing deviation through rigorous cost control and forecasting
- Close control and accountability for the accuracy of the estimates
- Close control of subcontract/supplier accounts and costs
- Successful claim strategies deployed resulting in Customer agreement of variations, progress claims and delay claims
- Early reporting of risks / opportunities and potential deviation
- Well managed Project Reviews providing early reporting and clear/concise information about the project financial status

Major Challenges

Describe the most difficult types of problems or the major challenges you face in performing your job.

- Working with multiple stakeholders (project team, management / senior management, external stakeholders)
- Reporting of accurate information regardless of favourability of result
- Working under time pressures in a dynamic working environment with a busy project teams
- Attention to detail and relationship building with internal / external stakeholders to drive outcomes and achieve results

Interdependencies

Key things this role does that makes other roles more effective (if applicable)

- Strategies and Responses
- Contract Administration
- Cost Control
- Internal / External Reporting
- Project Controls

Qualifications/ Experience/ Knowledge

Job Specifications	General <i>(Define as "Essential" or "Preferred" and Quality Statements as "Excellent", "Good / Proficient" or "Basic")</i>
Education / Qualifications	<ul style="list-style-type: none"> • Relevant degree qualification, likely to be in Quantity Surveying, Construction Management, Engineering or Building Services.
Experience	<ul style="list-style-type: none"> • Previous experience in the construction industry is an advantage
Professional Skills / Knowledge	<ul style="list-style-type: none"> • Essential - To be co-located with the designated Project Manager / Commercial Manager in Honeywell office and/or at project site office(s). • Utmost fluency in Microsoft Office and Excel is essential. • Knowledge of HVAC, Building Management Systems, Fire Alarm Systems, and Security Systems is an advantage • Strong oral and written communication and numeracy skills.

Behaviour Competencies

Competency	Definition
<i>Financial Skills</i>	The ability to understand financial data at contract level and identify appropriate actions indicated by variances to ensure key metrics are achieved.
<i>Operational Analysis</i>	The ability to obtain relevant information on operational issues from multiple sources, think broadly about those issues and recognize trends/possible cause-effect relationships.
<i>Coaching and Developing Others</i>	The ability to enhance the performance of individuals and teams through setting challenging performance standards, providing constructive feedback on performance and collaboratively discussing improvement strategies.
<i>Decision Making</i>	The ability to make considered and effective decisions and take clear action to address issues.
<i>Risk Management</i>	The ability to understand the implications and assess the appropriate degree of acceptable risk and take actions to minimize risk.
<i>Customer Relationship Management</i>	The ability to build and maintain effective relationships with stakeholders based on trust and mutual understanding.
<i>Communication</i>	The ability to engage stakeholders by providing relevant information in a timely manner using clear and compelling messages and by listening to and valuing input from stakeholders.
<i>Drive for Results</i>	The ability to demonstrate energy and determination to achieve results and improvement by overcoming obstacles, remaining effective despite setbacks and challenging current thinking.
<i>Influencing/Persuasion</i>	The ability to gain other people's buy in to a course of action by communicating ideas with conviction, selling the benefits of the proposal and using compelling logic.
<i>Willingness to learn / Positive Attitude</i>	The ability to grasp information in a quick and efficient manner whilst being adoptive in a fast-paced environment.
<i>Attention to detail</i>	The ability to pay attention to detail to produce quality outputs in a timely manner.

<i>Drive for Results</i>	The ability to demonstrate energy and determination to achieve results and improvement by overcoming obstacles, remaining effective despite setbacks and challenging current thinking.
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Please note :

This role may be subject to ongoing criminal history checks, random drug & alcohol testing and / or medical examinations in line with Honeywell, customer and statutory specifications and it is a requirement of the role to satisfy these requirements.

Approved by Direct Manager (<i>Initial</i>)	Approved by 2nd Level Manager (<i>Initial</i>)
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