

WESTMADE LTD

# Small Works Contracts Manager

We are looking for an experienced Small Works Contracts Manager to take ownership of a varied portfolio of responsive repairs, maintenance, planned works and improvement projects.

The role will manage both directly employed trades and approved subcontractors across a broad range of property services, with a strong focus on delivery, quality, commercial control and customer service.

## Key Responsibilities

- Manage multiple Small Works jobs from instruction through to completion.
- Plan and allocate works across directly employed trades and approved subcontractors based on competency, availability and location.
- Manage responsive repairs, maintenance, planned works and quoted works across multiple trades.
- Monitor live workloads, outstanding actions, follow-on works and completion dates.
- Maintain commercial control of labour and materials, identifying variations and additional works early.
- Maintain strong relationships with clients, residents and operatives.
- Ensure health & safety requirements and relevant property risks are appropriately managed and escalated.

## What We're Looking For

- Experience managing Small Works, repairs, maintenance, refurbishment or multi-trade property works.
- Experience managing both directly employed operative and specialist subcontractors.
- Good practical knowledge of general building maintenance and property defects.
- Strong organisational skills with the ability to manage multiple live jobs and changing priorities.
- Commercial awareness and confidence controlling costs, resources and variations.
- Strong client-facing communication and problem-solving skills.
- Experience within social housing and/or Local Authority environment is highly desirable.
- Full UK driving licence.

## The Role

This is a hands-on operational role for someone comfortable working across all property services and balancing the demands of residents, clients, trades and programme & commercial performance.

We are looking for someone practical, organised and accountable who is confident making day-to-day decisions within a fast-moving Small Works department.

**How to Apply:** Please submit your CV to [Enquiries@westmade.co.uk](mailto:Enquiries@westmade.co.uk) with the subject heading "Small Works Contracts Manager"