

CURRENT OPPORTUNITY

Head of Construction & Contract Management

Build the delivery capability. Own the outcome.

LOCATION	WORKING PATTERN	INDICATIVE SALARY
London & South East	Site-led, flexible working	£90,000 to £105,000 plus performance incentives
REPORTING TO	WORKING WITH	APPLICATION WINDOW
Founder & Investment Director	General Manager	19 to 31 October 2026

THE OPPORTUNITY

Circa45 is establishing an in-house construction and contract-management capability to take direct control of the commercial and day-to-day delivery of its residential developments. We are seeking a hands-on leader who can turn an approved plan into a deliverable project, own its execution and build a repeatable delivery operation.

Initially, the role covers conversion, refurbishment and new-build schemes in Surrey and Hertfordshire. It is an operational leadership appointment, not an advisory or monitoring role.

WORKING PATTERN

This is not an office-based role. Time will be divided between regular site visits, focused work from home and purposeful team meetings. The rhythm follows the needs of the projects, with flexibility and accountability in equal measure.

YOUR MANDATE

- Own the route from approved plan to handover, including mobilisation, consultant coordination, procurement, programme, budget, quality, construction and completion.
- Lead day-to-day decisions and coordinate site managers, trade contractors, design consultants, specialists and team meetings.
- Build the systems, commercial controls, reporting, supply chain and project team needed to scale the division.
- Work closely with the General Manager on administration, resources, records and operational coordination; report directly to the Founder & Investment Director.

COMMERCIAL AND DELIVERY RESPONSIBILITIES

- Validate appraisals, technical information, construction cost plans, trade-package budgets and cost-to-complete forecasts.
- Prepare tender scopes, procure packages, negotiate appointments, manage valuations, variations and final accounts.
- Own realistic programmes, critical-path procurement, construction sequencing and recovery plans.
- Coordinate design release, building control, testing, commissioning, snagging, defects and handover.
- Put surveys, duty holders, site supervision, insurance, pre-commencement actions and compliance arrangements in place.
- Provide weekly exception reports and monthly cost, programme, risk, cashflow and mobilisation updates.

THE PERSON

Demonstrated responsibility. Clear commercial judgement.

WHAT WE ARE LOOKING FOR

- Proven hands-on responsibility for residential conversions, refurbishments and new-build projects; ideally 10+ years of relevant experience.
- Strong construction delivery and commercial management capability, including trade-package procurement and contract administration.
- Experience leading site teams and consultants, with sound understanding of JCT contracts, construction risk and statutory compliance.
- An accountable, practical operator who resolves problems and can operate without a large corporate support team.
- MRICS, MCIQB or equivalent qualifications are welcome, but evidence of projects personally delivered is more important.

FIRST 90 DAYS

- Days 1-30: Review project information, appraisals, technical records, programmes, risks and pre-commencement actions; establish responsibilities and immediate actions.
- Days 31-60: Produce reconciled cost-to-complete forecasts, procurement plans, construction programmes, consultant responsibilities and mobilisation recommendations.
- Days 61-90: Assume operational ownership of agreed workstreams, progress procurement and mobilisation, and establish dependable reporting and controls.

REMUNERATION AND PROGRESSION

- Initial paid consultancy engagement with a clear pathway to permanent employment.
- Indicative permanent salary £90,000 to £105,000 plus a potential annual performance bonus and capped project completion incentives linked to verified outcomes.
- Opportunity to build and lead a growing in-house contract-management division; final package and scope subject to agreement.

WHAT SUCCESS LOOKS LIKE

The founder can focus on investment, capital and growth because projects are delivered through clear ownership, accurate budgets, realistic programmes, well-managed contractors and decisive action.

TO APPLY

Complete the application form at circafortyfive.com/opportunities/construction-contract-management.

Understand the property. Understand the plan.