



Job Title:	Department:	Reporting To:
Contracts Manager - Gas & Heating	Property Services	Head of Planned Improvements

Please note: this job description outlines key responsibilities and duties but is not exhaustive. Additional tasks may be assigned as needed to support Magenta Living’s goals and objectives.

How your role will contribute to **Magenta Living’s Purpose, Vision & Values:**

<p>Our Purpose: Empowering people is our purpose.</p>	<ul style="list-style-type: none">▪ Oversee the delivery of gas and heating servicing, maintenance, and installation contracts across our housing and non-domestic portfolios.▪ Ensure compliance with all statutory and regulatory requirements, including future amendments.▪ Contract Manage a team of external subcontractors to deliver exceptional service to our customers.▪ Monitor and evaluate contractor performance, ensuring high standards of work, documentation and customer satisfaction.▪ Act as the key point of contact for all contract-related queries and escalations for the delivery of the service.▪ Develop and maintain strong relationships with contractors, suppliers, and stakeholders.▪ Prepare and manage budgets, ensuring cost-effective service delivery.▪ Conduct regular site inspections to ensure compliance with health and safety regulations.▪ Address and resolve any issues or complaints related to gas and heating services.▪ Provide regular reports on contract performance and compliance to senior management.▪ Monitor and manage budgets to ensure value for money against cost, quality, and time.▪ Stay updated on industry trends, regulations, and best practices.
<p>Our Vision: We believe in opening doors to homes full of love, communities full of life and a world full of possibilities.</p>	
<p>Our Values: <i>‘Do the Right Thing’.</i> This is the thread that weaves our actions, decision-making, and connections.</p>	

At **Magenta Living**, our **Purpose, Vision & Values** aren’t just words that sit on a page. They serve as a constant reminder of **why we do what we do**.
Let’s all #BeMoreMagenta.



What you will bring to us:

Essential Skills & Experience

- Proven experience in managing Commercial Subcontractors delivering gas and heating contracts within the housing sector.
- Strong knowledge of statutory and regulatory requirements for gas and heating services.
- Proactive and solution-oriented approach to problem-solving.
- Ability to work under pressure and manage multiple priorities.
- Excellent leadership and team management skills.
- Strong communication and interpersonal skills.
- Ability to manage budgets and deliver cost-effective solutions.

Education & Qualifications

- Hold a domestic and commercial Accredited Certification Scheme (ACS) qualification.
- Level 4 VRQ Certificate in Gas Safety Management in Social Housing, or equivalent, is desirable.
- Certificate in Assessing Vocational Achievement (CAVA) is advantageous.

This role is not subject to a mandatory DBS check.

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