



watmos
COMMUNITY HOMES

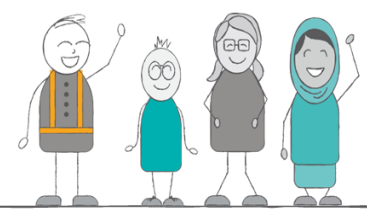
Recruitment Information Planned Contracts Manager





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Letter To Applicants

May 2026

Dear Applicant,

Re: Planned Contracts Manager
Location: Walsall, West Midlands.

Thank you for responding to our recent advertisement for the post of **Planned Contracts Manager**.

To apply you should upload your CV and complete some basic details on our recruitment site, which can be reached by clicking [here](#)

Further information about Watmos can be found on our web site www.watmos.org.uk

Before completing your online application, please read the job description and the person specification carefully. The selection panel will only shortlist applicants who have demonstrated on their CV that they meet the criteria on the person specification. Consider how all your education, training, skills and experience relate to your application.

Should you have any questions or have special requirements please e-mail recruitment@watmos.org.uk or contact Jen Medza, Human Resources Advisor on 01922 471910.

- The closing date for receipt of applications is **7th June 2026**.
- Shortlisting will take place during **week commencing 8th June 2026**.
- Interviews will be held during **week commencing 15th June 2026**.

Should you have any questions regarding the application process please do not hesitate to contact me.

All the very best with your application.

Yours sincerely,

M. Anderson

Michael Anderson
Head of Human Resources





Advertisement



watmos
COMMUNITY HOMES

Leading the way in resident empowerment Watmos' unique approach has put it at the forefront of transforming communities, providing great homes and exceeding expectations. We are seeking an outstanding and dedicated individual who shares our passion for improving people's lives.

Planned Contracts Manager

£51,000 plus many benefits

Location: Walsall, West Midlands. Hybrid Working.

This is an exciting opportunity to lead the delivery of planned investment and cyclical maintenance programmes, ensuring our homes remain safe, high-quality and sustainable. You will play a key role in achieving value for money while delivering excellent outcomes for residents and leaseholders, contributing to the long-term performance of our housing portfolio.

In this role, you will take responsibility for the planning and delivery of planned works, managing contractors and consultants to ensure programmes are delivered on time, within budget and to the required standards. You will oversee budgets, monitor performance, and proactively manage risks, while ensuring full compliance with all relevant legislation, health and safety requirements, and organisational policies. You will also support continuous improvement in service delivery and help drive a high standard of customer satisfaction.

The successful candidate will bring strong knowledge of legislation and health and safety, along with proven experience of managing contracts and programmes. Strong organisational skills, the ability to manage stakeholders effectively, and a commitment to delivering high-quality, customer-focused services are essential.

We are genuinely proud of our diversity, our people, our values, our homes and our achievements and you will support our ongoing evolution. In line with our ethos as an organisation, we are committed to creating a diverse and inclusive organisation with a sense of belonging, where everyone knows their opinions matter and their talents can be fully utilised. We encourage applications from those of all backgrounds and strongly value having a workforce that includes people who have different life experiences.

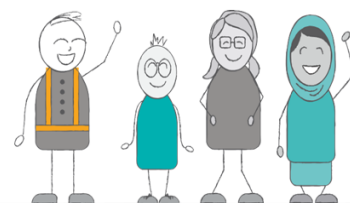
To download a recruitment information pack and apply:

Visit: <https://watmos.current-vacancies.com/Careers/Watmos%20VSP-1722>

e-mail: recruitment@watmos.org.uk

Write to: Jen Medza, Human Resources Advisor
Watmos Community Homes, 116-120 Lichfield Street,
Walsall, West Midlands, WS1 1SZ

Closing Date: 7th June 2026





Job Description

- Job Title:** Planned Contracts Manager
- Department:** Asset Management
- Responsible to:** Commercial and Contracts Manager
- Responsible For:** None
- Significant Relationships:** Watmos Group Staff, Residents and Leaseholders, Suppliers, external organisations such as agencies, contractors.
- Location:** Watmos Community Homes, 116 – 120 Lichfield Street, Walsall, West Midlands, WS1 1SZ. Hybrid working.
- Special Conditions:** None

Job Purpose

To manage the delivery of Watmos' planned investment and cyclical maintenance programmes, ensuring homes remain safe, high-quality and sustainable, while achieving value for money and excellent outcomes for residents and leaseholders.





Job Description

Key Responsibilities

Programme and Contract Management

1. Lead the planning, procurement and delivery of planned and cyclical maintenance programmes, ensuring completion to time, cost and quality standards.
2. Manage contractors, consultants and partners, ensuring effective mobilisation, performance management and compliance with contract terms.
3. Monitor programme progress and take timely corrective action where required.

Programme and Contract Management

4. Manage allocated budgets effectively, ensuring expenditure is controlled and value for money is achieved.
5. Contribute to financial forecasting, cost control and reporting for planned investment programmes.

Quality, Compliance and Risk

6. Ensure all works comply with relevant legislation, building regulations, health and safety requirements and Watmos policies.
7. Undertake and oversee property inspections and site surveys to assure quality and compliance.
8. Identify and manage programme risks, implementing mitigation measures as required.

Technical and Professional Support

9. Provide technical expertise and advice to colleagues and stakeholders.
10. Prepare and review specifications, tender documentation and contract instructions.

Stakeholder and Resident Engagement

11. Act as a professional point of contact for residents, leaseholders and internal stakeholders regarding planned works.
12. Support resident engagement activities related to investment programmes.

Other

13. Comply with and implement the GDPR (General Data Protection Regulation).
14. This job description and person specification is issued as a guideline to assist you in your duties. Because of the evolving nature and changing demands of our business, this job description and person specification may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description and person specification, and according to the needs of the company.





Person Specification

ASSESSED

ON APPLICATION

AT INTERVIEW PROCESS

Qualifications

- | | | | |
|----|---|---|--|
| 1. | HNC or above in Construction, Housing, Surveying or Commercial/Business related subject | ✓ | |
| | or
Qualified by experience to equivalent level. | | |
| 2. | Membership of appropriate professional body. | ✓ | |

Professional Knowledge and Experience

- | | | | |
|----|---|---|--|
| 1. | Sound knowledge of legislation in construction, housing maintenance and asset management. | ✓ | |
| 2. | Strong working knowledge of health and safety legislation. | ✓ | |
| 3. | Experience of giving guidance and promoting best practices. | ✓ | |
| 4. | Previous experience in construction and service industries. | ✓ | |
| 5. | Experience managing budgets and finances. | ✓ | |
| 6. | Knowledge of registered social landlord governance and regulation. | ✓ | |

Skills and Abilities

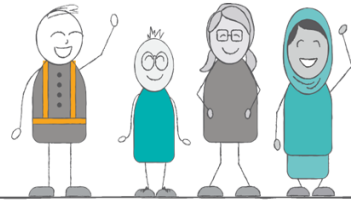
- | | | | |
|----|---|--|---|
| 1. | Excellent written communication and grammatical skills, including the ability to write letters and reports to a very high standard. | | ✓ |
| 2. | IT literacy to a high standard in a range of software packages. | | ✓ |
| 3. | Excellent negotiation, influencing and persuasion skills. | | ✓ |
| 4. | Confidence and credibility to liaise with a range of stakeholders. | | ✓ |
| 5. | Strong numeracy skills. | | ✓ |
| 6. | Ability to plan own workload and prioritise to meet targets and deadlines. | | ✓ |
| 7. | Ability to identify new approaches and opportunities that will strengthen Watmos and our communes. | | ✓ |
| 8. | Positive attitude towards making a difference. | | ✓ |
| 9. | Commitment to fairness, equality and diversity. | | ✓ |





Person Specification

		ASSESSED	
		ON APPLICATION	AT INTERVIEW PROCESS
Flexibility and Commitment			
1.	Commitment to attending evening and weekend meetings and events as required.		✓
2.	Willingness to contribute to and be actively involved in Watmos tenant involvement and community empowerment activities and events.		✓
3.	Willingness to travel around the UK as required and to have overnight stays away from home.		✓





Benefits

My Pay

- Competitive salaries, which are benchmarked regularly.
- Salary reviewed annually.
- Enrolment into a pension scheme (4% employee contribution, 6% employer contribution). Opt-out available.
- Enhanced maternity, paternity, adoption and shared parental pay.
- Enhanced sick pay for when you really need it.
- Travel to work loans.
- Electric vehicle car lease salary sacrifice scheme.
- Considerable savings via our high street discount schemes – retail, travel, gym and leisure discounts.
- Enhanced travel expenses.
- Additional pay when working away from home for more than a night.
- Free professional subscriptions.
- Free car parking.

My Wellbeing

- 25 days annual leave rising to 30 days.
- 8 bank holidays.
- 4 additional concessionary leave days.
- Employee Assistance Programme offering support for home and work issues.
- Interactive wellbeing app designed to enhance your overall wellbeing.
- Access to free 24-hour counselling.
- Cycle to work scheme.
- Free flu jabs, eye tests and occupational health advice.
- Free tea and coffee etc.
- Ongoing assessment of your wellbeing and motivational drivers (work and personal) via 'Open Blend' software.
- A culture that promotes equity, diversity, inclusion and belonging.

My Flexibility and Work-Life Balance

- Hybrid working (home and office working), where role allows.
- Flexible working depending on your role. Flex your start and finish times.
- Flexi-leave. Additional time off for accrued flexi-time.
- A wide range of family friendly policies.

My Development

- In-person and online training sessions as well as e-learning, coaching, interactive workshops and external courses leading to a qualification.
- An innovative approach to performance management via the 'Open Blend' software coaching framework, putting the employee and their development at the heart of conversations.





About Watmos

Our Mission and Vision

By delivering our corporate objectives we will fulfil our mission, which is our 'core purpose' and our vision, which is what 'we ideally want to achieve for our residents'.

Our mission and vision are set out in the graphic to the right.



Our Mission

To provide great homes and services, build strong communities and improve people's lives.



Our Vision

To build a strong community focussed organisation where all our residents can prosper in healthy, safe and vibrant neighbourhoods.

Our Values

Our values are very important to us; they are our guiding principles driving what we do and how we work to deliver our Corporate Strategy. They reflect who we are and how we want to be seen.

Our values were developed by our Board and staff, and we hope everyone who meets us will agree that we live by them, and they are real. Our values are set out in the graphic to the right.



We are Stronger Together: We value the diversity of talents, perspectives and experiences of our people. We work collaboratively to foster creativity, challenge constraints and achieve shared goals.



We have Integrity: We are sincere and act with honesty and fairness. We keep our promises and are accountable for what we do, how we work and our decision making.



We are Caring: We work for the wellbeing and safety of our people showing empathy and understanding. We take responsibility for our environment.



We Strive for Excellence: We constantly review and improve how we do things. We take pride in our work. We make decisions that drive value for money and social impact.



We are Community-Focussed: We provide support to develop the skills, health and wellbeing of residents and build the capacity of community groups to help support thriving communities.



We are Agile: We are adaptable, resourceful and dynamic. We innovate to rise above challenges to make best use of our resources.

Link to Corporate Publications: <https://www.watmos.org.uk/corporate-publications>

