



## **Personal Profile**

A highly motivated and professional Senior Contracts Manager with over 15 years of experience. Has a proven track record of delivering complex and challenging projects and programmes through the implementation and management of robust project and cost controls from procurement through to project close out. Experienced in working with leading clients and contractors both in the UK and internationally, in the public and private sectors. Possesses excellent technical, managerial and communication skills and acts in a professional manner as is expected and required of a Member of the Royal Institution of Chartered Surveyors. Enjoys being part of, as well as leading and motivating a successful and productive team, and thrives in highly pressurised and demanding environments.



## **Academic Qualifications**

Westminster University, London.

**Postgraduate Diploma – Urban Development (Project Management)**

Kingston University, London

**BSc (Hons) Quantity Surveying**

## **Professional Affiliations**

Royal Institution of Chartered Surveyors

Assessment of Professional Competence

**Member of the Royal Institution of Chartered Surveyors (MRICS)**

## **Key Experience**

- Preconstruction – Feasibility studies and management of the procurement / tendering process for design consultants, works contractors and facilities management suppliers.
- Preparation of tender documents and management of the procurement process
- Preconstruction - Design Phase Cost Planning and Cost Control
- Valuation and assessment of interim and final account applications
- NEC3 Specialist, FIDIC, JCT, ICE and Hong Kong Standard Form experience
- Introduction and management of project and cost management controls and procedures
- Contract Administration and Project Management



## **Employment History**

### **The Contracts Group Ltd, Hong Kong** **Associate Director**

James has joined our team to provide a full range of commercial, contractual and claims consultancy services to our clients.

#### Current Projects

- Assisting with the drafting of an Expert Quantum Report on behalf of the Claimant / Contractor for Arbitration proceedings relating to a Salt Water Supply System on Hong Kong Island.
- Providing a Contract Advisory Service to a Contractor delivering a Hospital Project in Tseung Kwan O.
- Preparing an Extension of Time claim for major Contractor delivering services to the HK Government under a Term Contract.

### **March 2014 – July 2016** **Continental Engineering Corporation** **International Business Division Contracts Manager:**

#### Responsibilities:

Responsible for overseeing the Contract Management of all overseas projects.  
Including:

- 4 No Projects in Hong Kong (Includes Kai Tak Infrastructure and Liang Tang Border Crossing Facility)
- 7 No Projects in India (Includes Delhi, Noida, Jaipur and Bangalore metro and road projects)
- 1 No Project in Malaysia (KVMRT – Kuala Lumpur)
- 1 No Project in Macau (Light Rail Transit Project)

Duties included preparing strategies and reporting progress against major claims in mediation, arbitration and litigation. Also including the development of procedures for tendering, procurement, contract and commercial management and project controls.



**December 2011 – March 2014**

**Mace Hong Kong Limited**

**Senior Commercial Manager**

Responsibilities:

Commercial and Contract Manager for:

- Hong Kong Jockey Club Renovation Projects
- Responsible for the procurement and post contract management of all A&A, E&M and Fit Out Works Packages
- Project Value HK\$3 Billion

**Dec 2010 - January 2012**

**Mace Vietnam Limited**

**Senior Commercial Manager**

Responsibilities:

Lead Role in the Commercial and Project Management of the following projects:

- The procurement / tendering process for the main works contractor as well as advising on suitable design consultants / specialists for the project
- United Nations – Green One House – UN Headquarters, Hanoi, Vietnam  
Project Value – Circa USD\$50 Million
- WestPoint New Urban Area, Hoai Duc District, Hanoi - Vietnam  
Project Value – Circa USD\$500 Million

**June 2007 – Dec 2010**

**CLM Delivery Partner (Mace UK Limited)**

**Commercial Manager**

A leading role in the Commercial and Programme Management of the Infrastructure, Logistics and Security Projects on the London 2012 Olympic Park project. Activities included drafting Business Cases as well as forming robust Cost Plans, procurement / tendering for all packages and post contract management / administration through to final account stage.

Project Value – Circa GBP£9 Billion



**June 2006 - June 2007**  
**Network Rail Limited - Schofield Lothian Limited**  
**Commercial Manager**

Commercial Manager on a refurbishment programme for major London Rail Stations including Liverpool Street and Paddington Stations.

Responsibilities included the procurement of all works packages and post contract administration.

Project Value – Circa GBP£55 Million per calendar year.

**August - June 2006**  
**Schofield Lothian Limited**

**April 2003 – June 2006**  
**Senior Quantity Surveyor**

Senior Quantity Surveyor reporting to the Commercial Manager on the following projects:

- Northampton College – Northampton, UK.
- Multi Modal Interchange – Birmingham International Airport and Railway Station, Birmingham, UK

**September 2002 – April 2003**  
**Project Quantity Surveyor**

Project Quantity Surveyor for Holiday Inn Hotel, Oxford, UK

**August 2000 – September 2002**  
**Assistant Quantity Surveyor**

Assistant Quantity Surveyor for the following projects:

- Leicester University Halls of Residence, Leicester, UK.
- Manchester United South Stand Extension, Manchester, UK



## **Key Achievements:**

- Attainment of Membership of the Royal Institution of Chartered Surveyors
- Postgraduate Diploma in Urban Development (Project Management)
- BSc (Hons) degree in Quantity Surveying
- A leading Commercial Role in the Infrastructure, Logistics and Security Projects for the London 2012 Olympic Games development.
- Attainment of Advanced Presentation Skills Certificate from Bishopsgate Institute, London
- St Johns Ambulance First Aider
- ISO 19011 Integrated Management System Auditor (ISO 9001, 14001, 18001)
- Former Secretary of the Association of Project Management (HK Branch)