

**Job Title**: Principal Contracts Manager

**Department:** Contract Management & Assurance

**Reports to:** Head of Contract Management & Assurance

**Direct Reports:** None initially

**Location:** Activity based onsite

**Main purpose of the job**

The successful candidate will help develop and implement a contract management playbook to guide the Authority in managing commercial relationships in line with Government Functional Standards and best practices. They will support the Learning and Development team in defining training needs and pathways using Government frameworks and external providers. The role will also contribute to establishing a centre of excellence, offering advice and support for contract and commercial management across the Mining Remediaiton Authority.

Additional requirements include:-

* To develop and maintain good commercial management processes and ensure compliance both within the Mining Remediation Authority and the wider requirements of the Department for Energy Security and Net Zero (DESNZ).
* Monitor and report on contracts for the delivery of agreed services to the stated parameters of time, cost and quality including social value.
* Ensure effective contractual control is maintained at all times and any opportunities for improvement are identified and implemented where appropriate.
* Foster a culture of partnership and apply a commercial outlook to deliver value for money and progress opportunities in support of the Mining Remediation Authority’s objectives.

**Responsibilities**

**Specific**

* Develop and establish a cost management framework and strategy, including the identification of appropriate tools and resources.
* Provide a full independent cost management and review process across the project lifecycle, including supplier proposals and undertake market comparisons and gather information to develop benchmark data to improve cost estimating.
* Evaluate and approval of all costs incorporated in project feasibility reports, outlining the consideration of options, costs, benefits and risks to influence strategies.
* Support project managers with the preparation of specifications, contractual requirements, pricing structures, review of costings and the application of contract conditions through commercial advice.
* An advocate of counter fraud, bribery and corruption initiatives and vision of ‘working together to find and stop fraud’ and work with the Principal Finance Manager to agree an annual programme of counter fraud assurance activity.
* Provide advice and support the creation and implementation of frameworks and contracts for delivery of works and services.
* Define and implement relevant commercial performance management protocols (e.g. Earned Value, CPI, SPI, etc.).
* Promote and govern contractor communications through web-based communication tool Aconex, or similar, ensuring adherence to contract terms from the supplier and the Authority.
* Report and Review Key Performance Indicators on new and existing contracts, understand where improvements can be made with current delivery partners and where changes can be implemented and delivered.

**General**

* Act in line with the behaviours and values of the organisation
* Manage your own performance to be accountable for meeting individual, team and corporate objectives
* Act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds
* Actively demonstrate the Mining Remediation Authority’s customer service standards expected of your role
* Follow and contribute to the improvement of operational and team processes and procedures
* Assist with the preparation and delivery of the team’s objectives, budgets and financial records
* Identify opportunities and implement change leading to team development, system improvement and ensuring good value for money
* Maintain and develop positive stakeholder relationships in order to promote the Authority and assist it to meet its objectives
* Support research and development projects
* Ensure that the Authority’s statutory responsibilities are effectively discharged
* Carry out any further reasonable requests from your line manager

**Competencies Level**

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| **Seeing the bigger picture** - has an in-depth understanding and knowledge of how the role fits with and supports the Mining Remediation Authority’s business priorities | **5** |
| **Changing and improving** - responsive, innovative and seek out opportunities for continuous improvement | **5** |
| **Making effective decisions** - objective; uses sound judgement, evidence and knowledge to provide accurate, expert and professional advice in a timely manner | **5** |
| **Leading and communicating** - leads from the front and communicates with clarity, conviction and enthusiasm | **4** |
| **Collaborating and partnering** - creates and maintains positive, professional and trusting working relationships with a wide range of people, within and outside The Mining Remediation Authority, to achieve results | **5** |
| **Building capability for all** - has a strong focus on continuous learning for self, others and the organisation | **5** |
| **Achieving commercial outcomes** - has a commercial, financial and sustainable mind-set to ensure all products and services deliver added value and stimulate growth | **5** |
| **Delivering good value for money** - achieves a good mix of quality and effectiveness for minimal cost and to improve return on investment | **5** |
| **Managing a quality service** - plans, organises and manages their time and activities to deliver a high-quality customer experience | **4** |
| **Delivering at pace** - delivers timely performance, with energy, and taking responsibility and accountability for high-quality outcomes | **5** |

**Person specification**

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|  | **Essential** | **Desirable** |
| **Qualifications and Training** | * Educated to Degree level and / or with demonstrable experience of managing significant public contracts * Commercial or contract management qualification (e.g. NEC4) | * Full membership of a relevant professional body. * NEC Accreditation or Quantity Surveyor qualifications |
| **Experience and Knowledge** | * Significant experience in contract and commercial management in a civil engineering/infrastructure environment * Strong knowledge of contract and commercial models (e.g. NEC4, Alliance/Integrator/Partnerships)   Experience of delivering contract management, performance management and commercial assurance | * Managing multidisciplinary contracts * Providing commercial assurance to senior stakeholders * Experience in leading development of commercial strategies and delivery frameworks * Experience in supporting delivery of complex environmental improvement projects |
| **Skills and Abilities** | * Proven negotiation skills to obtain best value * Understanding of infrastructure and civils market * Leadership, line management & team motivational skills * Leadership experience in supply chain management * Ability to prioritise and deal with a high volume workload * Contract and Commercial performance management skills (e.g. EVM, incentivisation models) | * Good network within industry * Strong track record of delivering savings & efficiencies * Evidence of commitment to career development |