

ROLE DESCRIPTION

Role Title:	HPC Contracts/Commercial Manager
Accountability Seat:	Commercial (Nuclear)
Accountable to:	Head of Contracts
Role Purpose	
Taking responsibility for the management and administration of the GENCO590 commercial contract and provide commercial and contractual assistance across the Nuclear Business Unit. Support Osprey's Journey from HPC to SZC.	
Role Accountabilities	
<ul style="list-style-type: none"> ○ Lead & Manage Contracts & Commercial Nuclear - develop and maintain the Nuclear Contracts and Commercial team at Osprey and its support across the company. ○ Manage GENCO590 - monitor and manage key contracts (such as GENCO590 and SCZ) within a defined level of authority, including supporting contractual negotiations when required, producing change and associated reports, monitor allocation changes, report on matters relating to the project. ○ Manage Relationships with Key Stakeholders - be the main point of contact for GENCO590 for day-to-day contractual administration and maintain excellent relationships with customers, suppliers internal and external stakeholders that enable effective collaboration and discussions relating to contractual matters. To include site time with client as required and informing Contract Manager and Integration Lead of developing issues to aid effective early management. ○ Commercial and Contractual Management of Task Orders - manage task orders including the receiving and tracking draw down on each including preparing monthly progress valuations and claims/application for payment work completed within deadlines. To include early preparation and drafting of Task Orders to smooth the process and allow adequate time for negotiation and activation of same. ○ Manage GENCO590 Subcontractors - from procurement, negotiation and placement of order to final account to include their commercial management and ensuring subcontractors are effectively managed in all aspects, for example, ensuring payment applications are correct, backed up with evidence, according to process and approved from the project team. ○ Risk Management: <ul style="list-style-type: none"> • Ensuring Early Warnings are identified and communicated via CEMAR in an efficient and timely manner (coordinating with relevant team members/stakeholders for input). • Chairing or attending regular Risk Reduction meetings with clients/suppliers through internal and Contract processes, including updating and managing matters arising from inception to close out. Where items need escalating, working with Contract Manager or others in team to manage. • Co-ordinating risk reduction actions with their relevant owner and escalating key risks to the Contract Manager for inclusion on the BU Risk Register. ○ Contractual and Data Management - manage all aspects of contractual management, contractual processes being adhered to, KPI's etc. To include capture and management of contract and commercial data required to effectively manage internal and client reporting and cost management, for example Task Order tracking. ○ Effective Contract Management - promote positive and proactive contract management behaviors across the operational and planning teams to optimise commercial potential and minimise contract risk, through proactive risk management. Manage project change control, contract management and risk mitigation with colleagues, clients and suppliers. 	
General Responsibilities	
<ol style="list-style-type: none"> 1. Line Management of Commercial Project Coordinator(s) 2. To support the delivery of Osprey's vision and values as part of your day-to-day work. 3. To adhere with Osprey's management systems as within your area of responsibility. 4. To be responsible for the Health, Safety and Environmental aspects affecting self, employees and activities in your control. 5. Other duties which the company may reasonably require the individual to undertake. 	

Osprey's Promise

You will be supported by your line manager through supervision and support, listening, training and development and the best resources that we are able to provide to help you give *your* best.

Signature:		Signature:	
Employee Name:		Manager's Name:	Thomas Mansfield
Date:		Date:	