

JOB ADVERT

A permanent **Contract Lead** role, based in **Portishead**.

Your new company

Osprey is a great, British, multi-mode logistics provider. Now in our 30th year, our people find the right approach, the right combination of technical expertise and equipment to achieve the safest most efficient transport and installation of critical infrastructure. We've shaped our business with family values and concentrate on building long-term reliable relationships. We're independent and impactful, delivering the UK's low carbon energy infrastructure.

Meet the Osprey Team



We transport and install the largest structures and critical assets needed to build and renew major infrastructure, from a new 5,000te railway bridge, to the UK's first civil nuclear reactor in a generation. With a maritime vessel-owning heritage, a large domestic SPMT fleet and some of the heaviest lift cranes and installation equipment, we are committed to delivering on our promises, on schedule.

Your new role

The **Contract Lead** will take responsibility for the management of the Nuclear contract function and provide commercial and contractual assistance across the Nuclear Business Unit. Support Osprey's Journey from HPC to SZC.

Our teams deliver projects like this:



The **Contract Lead** is accountable for:

- **Lead & Manage Contracts & Commercial Nuclear** - Develop and maintain the Nuclear COnt @ Osprey and its support across the company.
- **Manage & Lead 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:**
 - 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 & 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 behaviours 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.

What you'll need to succeed

The successful candidate will have:

Essential criteria:

- A minimum 5+ Years NEC3/4 and Nuclear/Civils/Infrastructure Industry Experience
- Experience of how various commercial activities interrelate and are applied to major and diverse workstreams, projects and programmes.
- Project construction management experience.
- At least 5 years' Contractual Management experience.
- Use of contract/finance/CRM systems (Sage/CEMAR).
- Demonstrable experience of front-end client relationships and stakeholder management in a collaborative strategic supplier environment.
- Implementing and improving systems for optimised contract and commercial delivery. Able to manage large-scale (£15m-30m+) multi-discipline contract delivery for the Client and able to deliver Strategic Client Management.
- Ability to plan and deliver contract management in a high-paced quality environment.
- Working knowledge of best practice planning, organising and coordinating of functional delivery.
- Computer literate and proficient in MS Office Suite, particularly Word and Excel.
- Working to a high level of accuracy.
- Excellent organisational and delegation skills.
- Excellent interpersonal skills and strong client relationship ethos.
- Confident communicator, with excellent written and verbal communication skills.
- Ability to effectively plan and prioritise a varied workload.
- Attention to detail, within large data volumes.
- Task Order drafting and negotiation
- Ability to present, understand and interpret data.



- Be able to build effective external working relationships and collaborate across all levels of the Clients' business.
- Diplomatic, Logical & Pragmatic in demanding environments.
- Proactive nature.
- Attentive to detail.
- Be able to build effective working relationships and collaborate across all levels of the business.
- Flexible/Adaptable approach to working activities.
- Negotiation Skills
- Delegation & Escalation

Desirable criteria:

- Hold or be working towards Professional membership of HNC &/or HNC or Royal Institution of Chartered Surveyors (RICS), alternatively Accredited NEC3 Project Manager status or equivalent professional qualifications.
- Hinkley Point C (HPC) Experience
- HPC Supply Chain Experience
- Experience of Marine Projects or Logistics Projects
- Line Management Experience
- Detailed knowledge and understanding of current domestic and EU legislative requirements and proven experience in applying these to day-to-day contractual activities and documentation.
- Procurement Management – the ability to plan, deliver and manage all procurement activities to deliver contracts and frameworks.
- interrelationships between these elements.
- Ability to suggest improvements to systems and processes to improve efficiency and optimised contract & commercial delivery.

Working conditions

- Travel to other Osprey offices and client Offices to support the requirements of the Project Delivery Team as well as attend company meetings.
- BPSS Security Clearance (Or ability to obtain)
- Travel to sites may be required occasionally to support the Project Managers and wider team.

Please note, if you are required to drive company vehicles as part of your role, you must hold a full clean UK driving licence. You must also hold a valid right to work within the UK.

What you'll get in return

A competitive salary, depending on experience, plus excellent benefits. The role offers an opportunity to join an organisation committed to supporting its employees.

In addition to your basic salary, you will receive the following benefits:

- 25 days' annual leave, plus 8 bank holidays
- Enhanced employer pension contributions
- Enhance parental leave
- Flexible & hybrid working arrangements
- Private medical insurance
- Income protection insurance



- Performance-related pay scheme
- Access to our Employee Assistance Programme
- Support with your career development through our Success Management Process.

Osprey is committed to being an inclusive employer and strives to attract talent who thrive in an inclusive and flexible working environment.

If you have a disability or need any reasonable adjustments during the application and selection stages, please let us know and we will respond in a way that best fits your specific needs.

What you need to do now

If you're interested in this role, please [click here](#) or email an up-to-date copy of your CV to careers@osprey.group.

Closing date

This vacancy will remain open until we have found a suitable candidate.

