

## ROLE DESCRIPTION

<b>Role Title</b>	Commercial Project Coordinator
<b>Accountability Seat</b>	Commercial, Nuclear
<b>Accountable To</b>	Head of Contracts & Commercial/Contracts Lead

### Role Purpose

Taking responsibility for the management and administration of the commercial contract for the Nuclear Workstream. Providing support for Nuclear projects from start of the bid process, during tender stage through to close-out of projects, ensuring that at all times the company's governance and any contract-specific requirements are adhered to.

### Role Accountabilities

- **CRM Management** – Work with project managers and commercial leads to ensure the updating and maintenance of records within the CRM system. Liaise with clients to gain updates on tender progression and work collaboratively both internally and externally to progress opportunities through the pipeline lifecycle in CRM.
- **CRM Insights** – Use CRM MI to understand conversion rates on tenders and work alongside senior project managers and commercial leads to ensure we are tendering the right jobs, and gain learning from any bids not won.
- **External Portals** – Work with project managers and commercial leads to ensure regular reviews of external client portals for future opportunities are logged and explored the project pipeline.
- **Pipeline Modelling** – Drive pipeline. Utilise information within the CRM database to inform sales strategy and generate Management Information (MI) for key stakeholders. Maintain the forecast utilisation plan for resources (assets and crew) in conjunction with the Senior Project Manager to inform the commercial leads where there are revenue gaps to fill.
- **Bid Management** – Control tower for sourcing solutions and presenting to clients. Assist in pricing opportunities with senior project managers and commercial leads. Review RFQ's and collate bid documentation as required.
- **Key Client Management** – Work with project managers and commercial leads to ensure Osprey's approved supplier status is maintained and necessary documentation is provided where appropriate to the client, i.e. updated Insurance documents. Ensure corporate internal records are maintained and updated promptly.
- **Internal Finance Liaison** – Work with Osprey's financial team to ensure the required financial records are provided and maintained, working collaboratively with Financial Stakeholders to ensure compliance, governance & ad hoc financial requests are adhered to and completed.
- **Quality Processes** – Ensure all sales and commercial processes within remit are conducted in line with group quality process standards and represent the division in the internal audit of said processes.
- **Internal Reporting** – Attendance and contribution in internal monthly P&L and cashflow meetings
- **Marketing** – Drive marketing ideas from the business unit and convert into actions with Marketing.
- **Admin** – Undertake general commercial or project admin duties where required.
- **Project Control** – Support the project managers with contractual requirements regarding invoicing, AfPs and VOs, and provide cost control feedback to finance/CRM.



#### Other Role Responsibilities

1. Provide support to the Head of Contracts, Commercial/Contracts Lead and wider Contracts Team, ensuring contractual and commercial risks and opportunities are identified, understood and managed.
2. Provide support to the Integration Lead & Senior Project Manager, ensuring contractual and commercial risks and opportunities are identified, understood and managed.

#### General Responsibilities

1. To support the delivery of Osprey's vision and values as part of your day-to-day work.
2. To ensure the delivery of Osprey's QP's and Contractual Procedures as part of your day-to-day work.
3. To comply with Osprey's management systems as required within your area of responsibility.
4. To be responsible for the health, safety and environmental aspects affecting self, employees and activities under your control.
5. Any other duties that 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.

<b>Signature</b>		<b>Signature</b>	
<b>Employee Name</b>		<b>Manager's Name</b>	
<b>Date</b>		<b>Date</b>	

