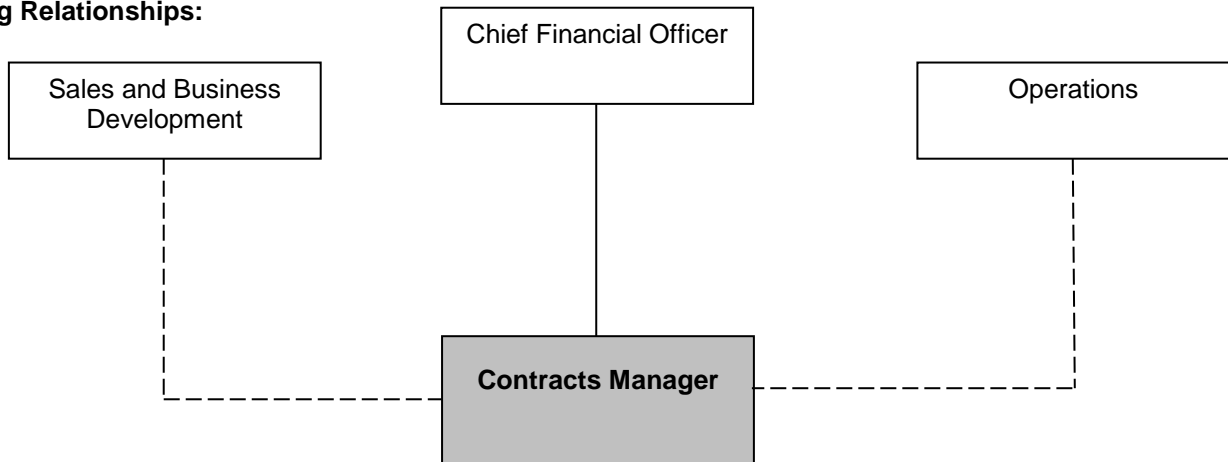


## JOB DESCRIPTION

**1. Position:** **Contracts Manager**

**2. Reporting Relationships:**



**3. Job Purpose:**

To draft, review, negotiate and manage the company's contracts, including proactive improvement of processes.

**4. Key Responsibilities:**

**4.1 General**

- Assist in the tender process, reviewing all T&C's to ensure compliance with all Company and legislative requirements. Ensure full understanding of contract upon award, briefing operational departments on contract terms.
- Place contracts that maximise value, minimise risk and enhance the Company's commercial, legal and corporate integrity.
- Interface professionally with internal departments, including Sales and Marketing, Operations and Finance, as well as external clients, in bid and contract clarification and negotiation.
- Assist with the invoicing/billing processes, ensuring compliance with contractual obligations and identifying areas of work out-with contractual obligations.
- Liaise, advising, participate and work closely with senior management in the daily operations of the business.

**4.2 Management of Contract Processes**

- Preliminary review of enquiry or invitation to tender document to understand commercial terms and liabilities
- Participate in decision making process regarding a bid decision. Ensure that all pre-bid documentation is drafted and executed in a timely manner.
- Formulate contractual qualifications for input into bid documents.
- Review contract document and liaise with client to implement any required amendments.
- Manage formal contract handover with appropriate personnel to ensure internal compliance with all commercial aspects of the Contract/Work.
- Manage the administration of the contracts, including amendments, rate uplifts and extensions.
- Maintain the contracts database, ensuring that key dates / milestones are captured and implemented.



- Draft, revise and implement additional contractual documentation where required, including non-disclosure agreements, confidentiality agreements, bidding agreements, memoranda of understanding, agency agreements and joint venture agreements
- Advise various departments on terms and conditions to be given to clients, and accepted from third parties (such as vendors and subcontractors).
- Assist operational departments / finance to ensure that invoicing/Billing is efficiently managed in line with expectations of the Contract, ensuring accuracy of detail and minimizing client rejection..
- Ensure commercial recovery from contracts is optimised.
- .
- Promote a positive image of the organisation at all times.
- Continual development of processes and procedures.

**4.3 Client Liaison**

- Attend clarification and negotiation meetings with clients.
- Support Sales with contractual negotiations face to face with the customer.
- Support Operations in contractual meetings regarding ongoing contracts when required.

**4.4 Complying with Procedures**

- Ensure all operations comply with the Company and Client operating policies and procedures.
- Ensure all operations comply with the Company Health and Safety policy as defined in the Company Handbook.
- Ensure all operations comply with the Company Business Conduct Policy.
- Be aware of Company conditions of employment as detailed in the Employee Handbook.
- Liaise with HR Department to assure compliance with current employee law legislation.
- Keep up to date with other current legislation, legal requirements and regulations that apply to the company.

This is not an exhaustive list of duties and it is subject to change should it be required.

This is to certify that I understand all that is expected of me in this job description:

Signed:.....

Date:.....

**PLEASE RETURN A SIGNED COPY**