



Job Description

Post Title	Contract Manager
Team	Commercial
Reports to	Lead Commercial Manager

Purpose of the Role

R&R DA has a diverse contract portfolio providing services across the entirety of the Programme. The Contract Manager will be responsible for the management and administration of the contract portfolio, in accordance with terms, ensuring that contracts deliver the desired scope and outcomes on time and to budget, driving value for money throughout. The Contract Manager will work on a matrix basis across the Programme, responsible for supporting budget holders to deliver their respective contracts and supporting the business with its wider procurement and contract management needs, maintaining compliance with both internal governance and legislation throughout.

Key Accountabilities and Responsibilities

- Responsible for management and administration of a specific portfolio of contracts or framework in accordance with contracts terms and compliant with internal governance.
- Provide advice to budget holders on options to leverage contracts and administer the contracts accordingly to deliver value for money.
- Proactively support with the development of the Programme contract management framework promoting best practice throughout with a focus upon protecting R&R DA's commercial position.
- Promote and train stakeholders on the use of the contract management framework and lead on delivering best practice contract management practices for each respective contract form.
- Provide guidance and support to budget holders in development of future procurement requirements and business planning activities including in year forecasts.
- Support budget holders with production of CCSC and other governance papers to ensure that financial and contract authorities have been obtained in accordance with delegated authorities as per Board Regulations.
- Ensure provision of robust forecasts from the supply chain for awarded works to support an accurate view of Programme Anticipated Final Cost (AFC).
- Responsible for contract and portfolio performance reporting, ensuring outputs provide a focus on control of scope, cost and schedule.
- Ensure contracts are delivered in accordance with Contract Management Plans ensuring that a frequent meeting cadence is adhered to for key contracts attended by key stakeholders.
- Responsible for collation and reporting of KPI for key contracts on a monthly basis.
- Develop relationships with key suppliers to ensure alignment between organisation objectives.
- Lead on update of contract management activities to key stakeholders and working groups on a monthly basis, advising on key risks and recommended actions.
- Training of Commercial Officers and other support staff in administration of the Programme's contract portfolio.
- Lead on audits of key contracts and support to internal audits of the contract portfolio.



- Responsible for ensuring provisions are in place for payment of services within terms once delivered by the supply chain.
- Promote the Programme's values including demonstrating an exemplary approach to equality and diversity. Encourage inclusivity in relation to commercial matters, challenging behaviours that do not reflect these values.

Key Stakeholders and Relationships

- Budget Holders
- Lead Commercial Manager
- Head of Commercial
- Commercial Director
- Procurement
- Finance
- PMO

Qualifications, Skills and Experience

Essential

- Experience in managing large contract portfolios (both quantum and value)
- Experience of contract management of technical services contracts using the NEC3/4 form of contract and other forms;
- Use of cloud-based contract administration software (CEMAR, Asite, Jaggaer)
- Knowledge of Public Contract Regulations 2015
- Strong analytical, commercial, and negotiating skills
- Strong written and verbal communication skills

Desirable

- Experience of working upon a major programme
- Contract administration system administration experience
- Professional membership or professional qualification relevant to the role e.g. Royal Institute of Chartered Surveyors (RICS)
- Be able to appreciate the environment and dynamics in which Parliament operates, including its interaction with Government