

Contracting and Procurement Manager Vacancy

Cogent Skills have an exciting opportunity for a Contracting & Procurement Manager. The Nuclear Skills Delivery Group (NSDG) is expanding its operations which will require the procurement and contracting of services to third parties to manage the interventions set out by the Nuclear Skills Task Force to de-risk the skills landscape. This project has been commissioned to provide solutions to the industry's critical skills shortage and to build skills and talent to support the industry's future, working alongside the industry's most senior leaders.

This role will set up our procurement systems and processes, lead the procurement of services through the development and evaluation of invitations to tenders and manage all contracts. This role will also include managing and facilitating the contract change control and negotiations, the process of claiming all contractual milestones, associated KPI and payment claims from customers, suppliers and industry funders.

This will involve working closely with the Head of Nuclear, PMO and Senior Project Managers to ensure contracts are managed in accordance with programme and project plans. The role will also support the NSDG in building and developing our future commercial capability and bids.

A prime purpose of this role will be to manage all commercial relationships and to act as the lead contacts for the client (Prime Contract holder) and supplier perspective.

Remuneration Package

- Salary between £47,000 to £52,500 per annum dependent on experience
- Full time permanent role
- Pension – employee contribution 6%
- Life Assurance
- 28 days holiday plus 8 bank holidays (FTE)
- Opportunity to buy-back 5 extra days annual leave (FTE)
- Optional Private Health Care package
- Hybrid working
- Employee Assistance Programme
- Bonus Scheme
- Aspire Values Award Scheme
- Annual Values Awards
- Long Service Awards
- Annual Company Events
- Gym Discount
- Access to Training & Development Opportunities

Essential Knowledge Skills and Qualifications

- Proven experience in commercial management, procurement, and contract negotiation within a complex organisation, preferably in a related industry (project management, nuclear, energy, engineering).

We Care



We Speak Out



We Welcome



We are Enterprising



- Good understanding and previous experience of working within P&L.
- Strong understanding of procurement regulations, contract law, and commercial best practices.
- Experience of dealing with issues surrounding procurement and contract delivery using public funds.
- Excellent negotiation and communication skills.
- Ability to analyse complex contractual documents and make informed decisions.
- Chartered Institute of Purchasing Supply (CIPS) qualification: level 4 or above or willing to work towards this.
- Bachelor's degree in business, law, or a related field is preferred.

Cogent is an inclusive employer and we value the diversity our workforce brings. We welcome applications from all candidates and will consider all applications equally and fairly.

Cogent is committed to Safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

To apply please click on the link: <https://www.cogentskills.com/about/work-for-us/>

Please complete the Candidate Information Sheet and send together with a letter of application and your CV to human.resources@cogentskills.com by 8th August 2024 outlining your suitability for this post and how you would ensure success.

If you have additional needs that you would like us to consider during the application and interview process please contact Denise Bentley on 01925 515222 to discuss ways that we can support your application.

If you haven't heard back from us within 21 days of your application, it means that unfortunately your application has been unsuccessful on this occasion.

Websites: www.cogentskills.com

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