

Contracting and Procurement Manager Job Description

Job Title:	Contracting and Procurement Manager	Reporting to:	Head of Nuclear
Business Unit:	Nuclear Skills Delivery Group (NSDG)	Direct Reports:	None
Key Contacts:	NSDB Programme Director Head of PMO Group Finance and Business Functions Director NSDG Programme Delivery Integration Lead Senior Project Manager	Location:	Hybrid
Date Created:	April 2024	Date Revised:	July 2024

Job Purpose

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.

Key Accountabilities

- Develop and implement robust procurement systems and processes to support the project's contract management needs, aligned to good procurement practice and Cogent's systems and processes.
- Manage and facilitate the contract change control and negotiations, the process for contractual milestones, KPI and payment claims from client and 3rd party suppliers, including fund providers.
- Oversee and where necessary, manage the procurement of services to support programme delivery.
- Oversee contract development, review, negotiation, and flow-down arrangements surrounding the contract awarded to Cogent by HMG and the subsequent contracts let to 3rd parties.

We Care



We Speak Out



We Welcome



We are Enterprising



- Be a key member of the due-diligence process, working with specialist services as and when required, to ensure that contractual risk is identified and mitigated and services are clearly articulated in the contract through comprehensive contract schedules outlining key requirements, deliverables and KPIs, enabling Cogent to successfully manage and deliver projects forming part of the overall programme.
- Ensure effective communication and compliance with contract terms and requirements by coordinating the flow-through of contract provisions to subcontracts.
- Undertake regular contract reviews with Senior Project Managers and Industry Project Leads and service providers to ensure contracts are well managed, highlighting any areas of concern or potential non-compliance to the Programme Operations and Planning Lead as and when required.
- Work with the leadership team within Cogent to build and develop the organisation's commercial capabilities, fostering a culture of commercial excellence.
- Work closely with the Finance Business Partner to ensure a contracture performance aligns with finances across the programme and projects.
- Identify and mitigate commercial risks associated with contracts and procurement activities, working closely with the Head of Nuclear, PMO and the Finance team to provide solutions.
- Collaborate with cross-functional teams to ensure alignment of commercial activities with overall organisational goals.
- Working with an outsourced delivery partner to seek expert advice when required on complex contract concerns.

Key Performance Indicators

- Reduce time-to-contract through process simplification.
- Reduce commercial risk exposure through effective control of liability.
- Increase supplier accountability and commercial awareness in the delivery team.
- Establish Cogent's reputation with stakeholders as a leading advocate for good procurement and contracting practices.
- Cogent is recognised by stakeholders as exponents of excellence in programme delivery ensuring they can effectively and successfully compete for future programme management services.

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).
- 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.

We Care



We Speak Out



We Welcome



We are Enterprising



- 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.

PLEASE NOTE:

This job description is not intended to be all inclusive.

You may be required to perform other related duties as negotiated to meet the ongoing needs of the business unit.

We Care



We Speak Out



We Welcome



We are Enterprising

