

Job Title:	Contracts and Proposals Manager
Location:	Glasgow (<i>but may be required to visit other Branches</i>)
Responsible To:	Head of Bids and Proposals – Hydrogen and Clean Energy Division
Direct Reports:	TBC
Review Date & Rev No	23/01/24

Purpose of Job:	To ensure high quality responses to all Invitations to Tender (ITTs) and Customer Requests for Proposal (RfP) for Hydrogen design and build projects whilst managing.
Key Areas of Responsibility:	<p>Tenders / Proposals and Contract Management</p> <ul style="list-style-type: none"> • To ensure a highly effective management system is in place for all Proposals, Tendering and Contract Management activities. • To provide financial management support to all tendering and proposal efforts and to maintain cost performance across the business for proposals and projects. • To provide leadership and a focal point within the organisation for all hydrogen and new business opportunities in relation to Proposals, Tendering and Contract review requirements. • To develop the proposal and tendering strategies along with the delivery plans for individual tenders / proposals for all hydrogen and new business opportunities. • To support the lead author in the development of technical and commercial responses to individual tenders / proposals. • To support the co-ordination of inputs and responses from internal departments to individual tender / proposal submissions. • To co-ordinate key supply chain technical and commercial activities required to meet tender/proposal requirements. • To ensure tender / proposal documents are dispatched timeously to meet submission deadlines. • To management inputs to the CRM system and coordination of sales opportunities and customer account management activities. • To develop a post-tender submission process for effective follow-up and, where applicable, engage in post-tender negotiations to ensure contract awards are secured. • To develop an effective handover and review processes following contract award. • To effectively manage Terms and Conditions with all customers in order that the contractual risk and exposure is clearly understood prior to acceptance of contract orders. • Manage the execution of contracts in conjunction with the Project Manager, including the identification, submission and negotiation of variations. • To ensure the project team understand how the contract must be administered to manage risks, control variations and ensure timely payments.

	Leadership / People Management <ul style="list-style-type: none">To take responsibility for leading the day-to-day management of tenders /proposals and contracts.Responsible for managing tenders / proposals costs in line with agreed budgets.To promote and encourage a team working environment and a culture of continuous improvement.To carry out toolbox talks and other communication processes to ensure the smooth running of projects or other tasks.	
Interfaces (Internal/External):	<ul style="list-style-type: none">Senior Management Team (Group and Branch Directors).Engineering Project Teams (Lead and discipline engineers).International and Subsidiary companies sales teams.Aberdeen / UK Branch Customer Account Management teams.International Customer Account Management team / departments.Customers.	
PERSON SPECIFICATION		
Qualifications:	<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none">Relevant engineering degree and project and commercial and financial management qualifications.	<ul style="list-style-type: none">Experience in the management of engineering and construction contracts (NEC3, FIDIC, IChemE).Experience in the use of financial / ERP systems and project management software applications.
Experience Required:	<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none">Significant and demonstrable experience in an projects / proposal environment in the Energy or related sector.Proven experience of managing tenders / proposals effectively.Experienced manager of financial systems (estimating, budgeting, costs and invoicing).	
Skills/Training Competences:	<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none">Ability to communicate effectively at all levels both verbally and in writing.Ability to make and take decisions independently.Sound understanding of managing tenders / proposals needs with a strong commercial focus.Excellent Technical Authoring and oral communication skills.Knowledge and understanding of differing commercial and financial instruments and implications.Strong customer focus, both internal and external.A flexible, "can do" attitude and	<ul style="list-style-type: none">Excellent communication and presentation skills

	<p>approach.</p> <ul style="list-style-type: none">• Ability to work under pressure and to tight deadlines.• Proven ability to lead and to motivate a team.• Able to work effectively as part of a team.	
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Please note that you may be requested to undertake other duties from time to time and it is possible that your duties may change over time. You will be expected to co-operate with all reasonable requests. If the changes are deemed to be longer term then this job description will be revised.

Signature of Job Holder: _____

Date: _____

Name in Capitals ()

Signature of Manager: _____

Date: _____

Name in Capitals ()