

Area Title: Contract Manager

ID: TC66XB39

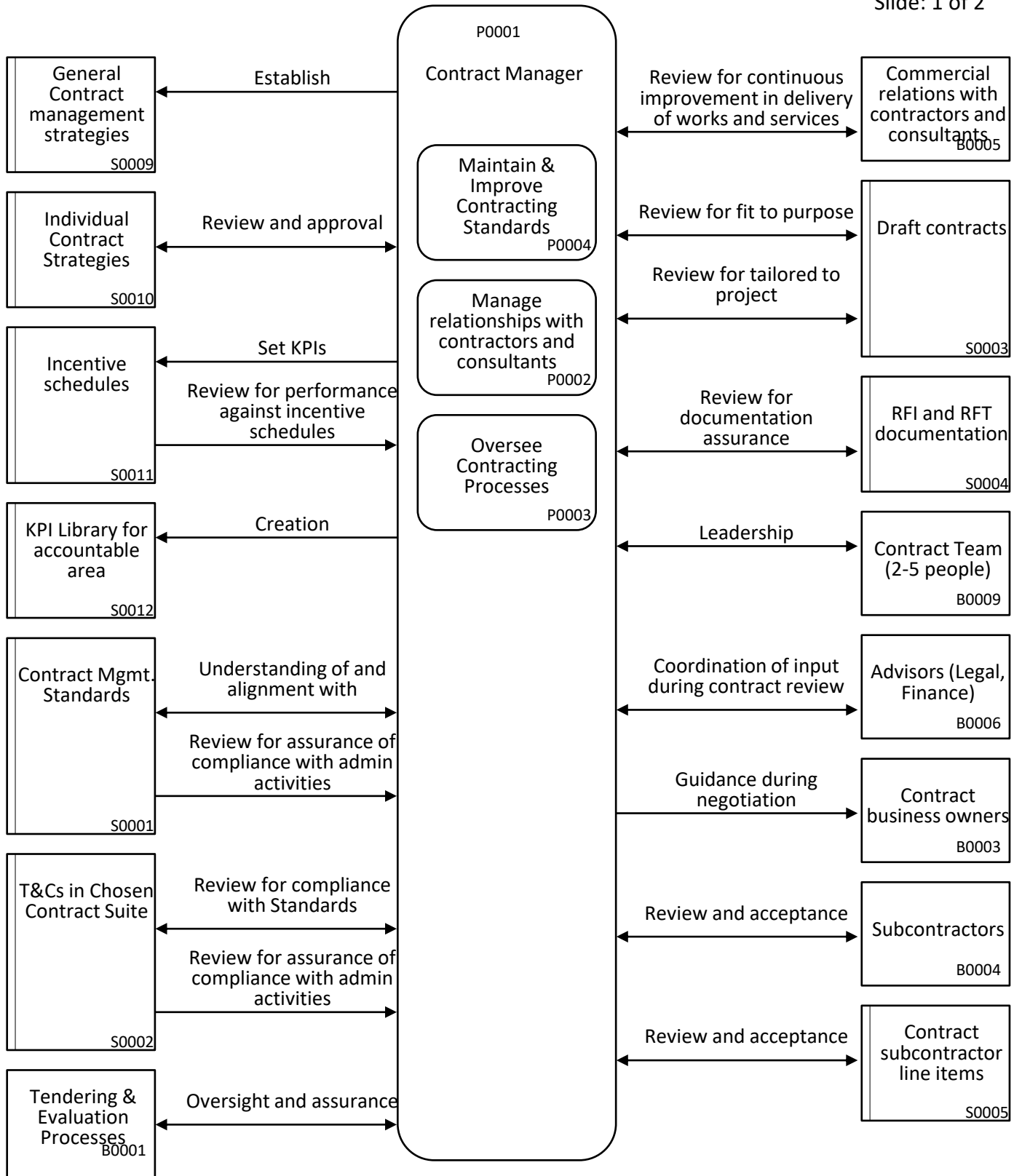
Map Title: Contract Manager

Map ExtID: W56UF6R7

Map Type: Map

Date/Time: 2021/05/08 01:06:30 AM

Slide: 1 of 2



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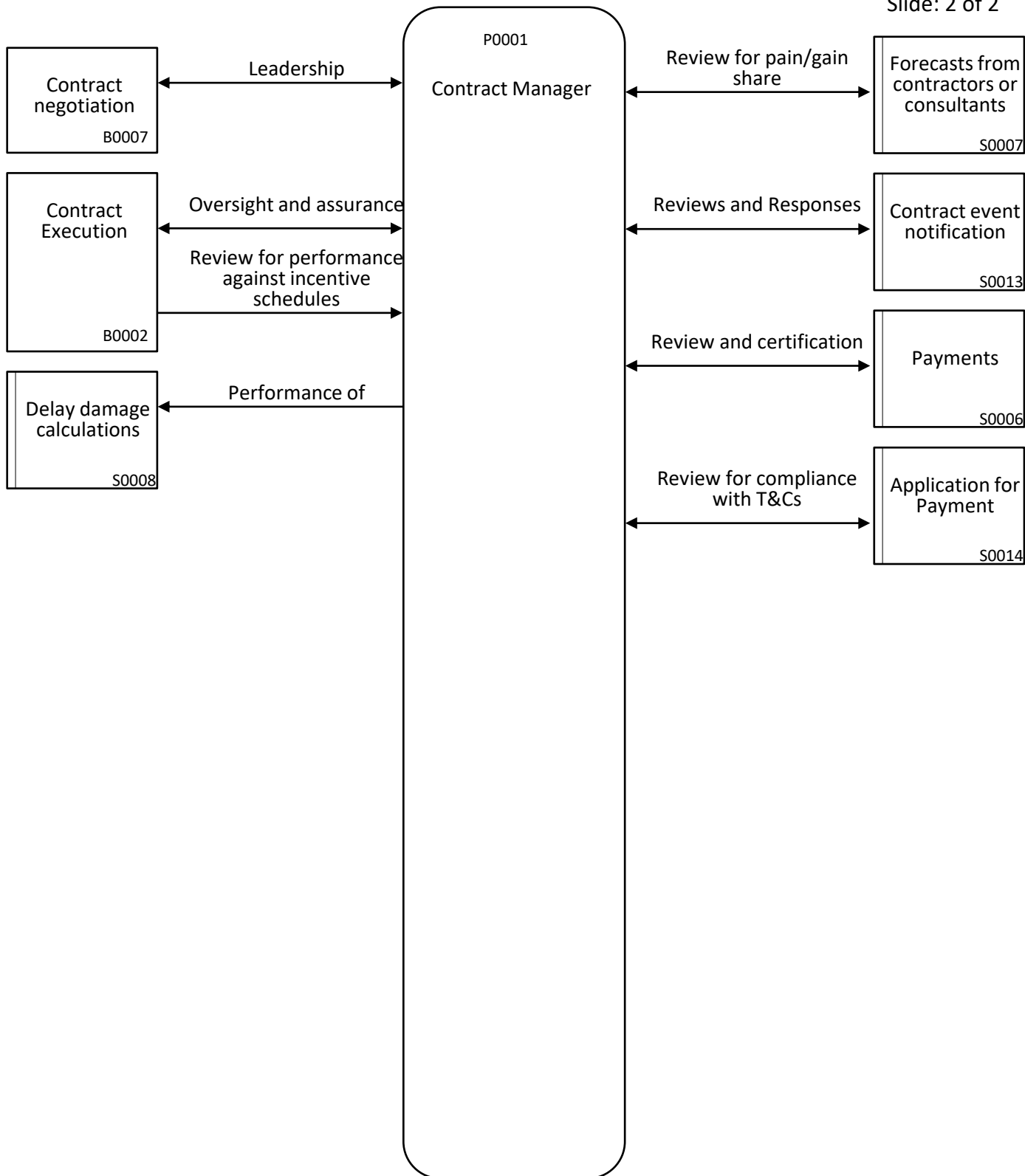
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Slide: 2 of 2



Map and Plan Area: **Contract Manager**
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 Date/Time: **2021/05/08 01:06:30 AM**

Main Text	Candidate Interview Information Capture		
	Evidence/Examples	Notes	Score 1 to 5
Contract Manager			
<i>Goal Qualifications/Experience</i>			
<i>Note Degree in Business, Quantity Surveying, Law or Engineering desirable.</i>			
<i>Note 15+ years experience of contract management and administration, preferably with NEC experience</i>			
<i>Note Knowledge of monitoring Contractors and / or Consultants performance</i>			
<i>Note Significant experience in, and understanding of, claims management</i>			
<i>Note Experience of establishing Contractors and / or Consultants performance management frameworks</i>			
<i>Note Knowledge of Key Performance Indicators for Contractors and / or Consultants organisations, and experience in building a Key Performance Indicators library.</i>			
<i>Note Experience in administrating contracts, in particular the NEC suite of contracts.</i>			
<i>Note Experience in developing individual contract management strategies, and implementing those strategies</i>			
<i>Goal Essential Skills</i>			
<i>Note Skill in working and communicating effectively, both orally and in writing, within an integrated project delivery team and other project functional groups.</i>			
<i>Note The role holder will be an assured leader in managing multiple, complex contractual arrangements with the ability to give clear direction to stakeholders at all levels</i>			
<i>Note Able to lead a team of 2-5 people</i>			
<i>Note Extensive analytical skills</i>			
<i>Note Strong negotiation skills</i>			
<i>Note Report writing</i>			
<i>Note Presentation skills</i>			
<i>Note Computer literacy</i>			
<i>Note Understanding of CEMAR / ASite / Fastdraft and Unifier</i>			
Maintain & Improve Contracting Standards			
Manage relationships with contractors and consultants			
Oversee Contracting Processes			
Left Side Column			
General Contract management strategies			
<i>Note For category and program level</i>			
Establish			
Individual Contract Strategies			
Review and approval			
Incentive schedules			
Set KPIs			
Review for performance against incentive schedules			
KPI Library for accountable area			
Creation			
Contract Mgmt. Standards			
Understanding of and alignment with			
Review for assurance of compliance with admin activities			
T&Cs in Chosen Contract Suite			
Review for compliance with Standards			
Review for assurance of compliance with admin activities			
Tendering & Evaluation Processes			
Oversight and assurance			
Contract negotiation			
Leadership			
Contract Execution			
Oversight and assurance			
Review for performance against incentive schedules			
Delay damage calculations			
Performance of			
Right Side Column			
Commercial relations with contractors and consultants			
<i>Note Including ways of working</i>			
Review for continuous improvement in delivery of works and services			
Draft contracts			
Review for fit to purpose			
Review for tailored to project			
RFI and RFT documentation			
Review for documentation assurance			
<i>Note including conditions of contract and amendments thereof (including Contracting Entity developed Z clauses)</i>			
Contract Team (2-5 people)			
Leadership			
Advisors (Legal, Finance)			
Coordination of input during contract review			
Contract business owners			
<i>Note Project manager, Senior manager, and or program manager</i>			
Guidance during negotiation			
Subcontractors			
Review and acceptance			
Contract subcontractor line items			
Review and acceptance			
Forecasts from contractors or consultants			
Review for pain/gain share			
<i>Note due to the contractor in respect of Option C or D contracts</i>			
Contract event notification			
<i>Note Compensation event applications, quotations for compensation events, subsequent assessments, early warnings</i>			
Reviews and Responses			
Payments			
Review and certification			
<i>Note including an assessment of Defined Costs for Option C and E contracts.</i>			
Application for Payment			
Review for compliance with T&Cs			

Contract Manager

Main Responsibilities

- Understand and align to the Contract Management standards, assuring that these comply with the selected T&Cs in their chosen Contract suite.
- Assure that there is full compliance with the Contract Management standards and contractual terms and conditions in the execution of the contract administration activities.
- Manage commercial relationships and ways of working with Contractors and / or Consultants to ensure continuous improvement in the delivery of works and services.
- Review draft contracts and ensure they are fit for purpose and tailored to project in question, co-ordinating inputs from advisors where required (e.g. legal, technical, financial).
- Provide assurance of RFI and RFT tender documentation including conditions of contract and amendments thereof (including Contracting Entity developed Z clauses),
- Oversight and assurance of the tendering process, and assurance of the evaluation process followed by contract execution.
- Lead contractual negotiations and provide guidance to Project Manager and/or Services Manager, where necessary, and Programme Director.
- Review and acceptance of subcontractors and acceptance of subcontract documents in line with the contract.
- Certification of payments including an assessment of Defined Costs for Option C and E contracts.
- Review forecasts prepared by the contractor (or consultants) and assess the pain share or gain share due to the contractor in respect of Option C or D contracts.
- Undertake delay damages calculations if required.
- Establish category / programme contract management strategies, and review and approve individual contract management strategies.
- Set the target for KPI's in Incentive Schedules within NEC Contracts and review contractor's performance against these.
- Create the Key Performance Indicator library for those categories / programmes for which they are accountable.
- Review Contractors and / or Consultants compensation event applications, review of quotations for compensation events and subsequent assessments thereof and early warning notifications.
- When required, review the application for payment to ensure alignment with the contractually agreed terms and conditions.

Qualifications/Experience

- Degree in Business, Quantity Surveying, Law or Engineering desirable.
- 15+ years experience of contract management and administration, preferably with NEC experience
- Knowledge of monitoring Contractors and / or Consultants performance.
- Significant experience in, and understanding of, claims management.
- Experience of establishing Contractors and / or Consultants performance management frameworks.
- Knowledge of Key Performance Indicators for Contractors and / or Consultants organisations, and experience in building a Key Performance Indicators library.
- Experience in administrating contracts, in particular the NEC suite of contracts.
- Experience in developing individual contract management strategies, and implementing those strategies.

Essential Skills:

- Skill in working and communicating effectively, both orally and in writing, within an integrated project delivery team and other project functional groups.
- The role holder will be an assured leader in managing multiple, complex contractual arrangements with the ability to give clear direction to stakeholders at all levels.
- Able to lead a team of 2-5 people.
- Extensive analytical skills.
- Strong negotiation skills.
- Report writing.
- Presentation skills.
- Computer literacy.
- Understanding of CEMAR / ASite / Fastdraft and Unifier.