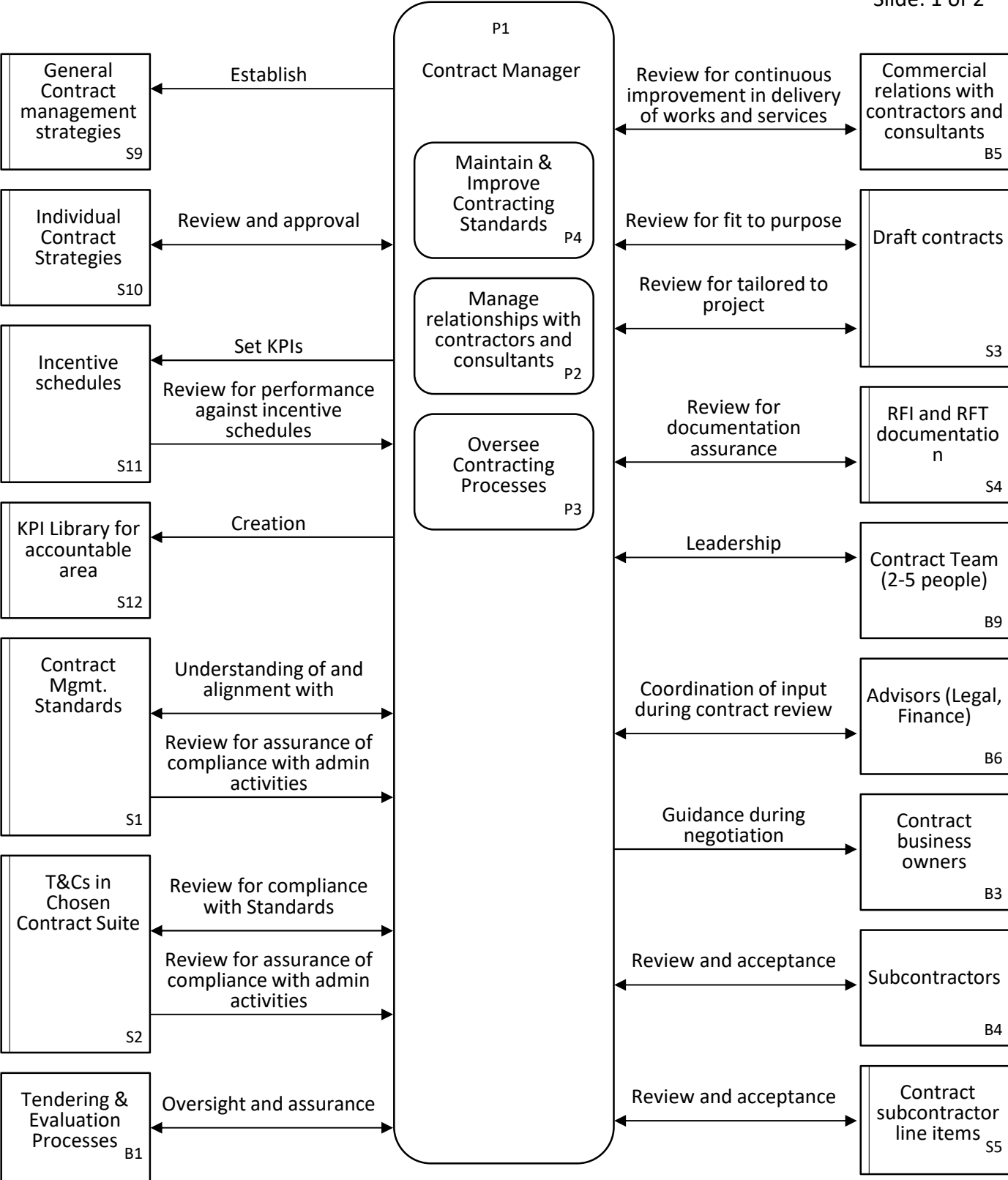


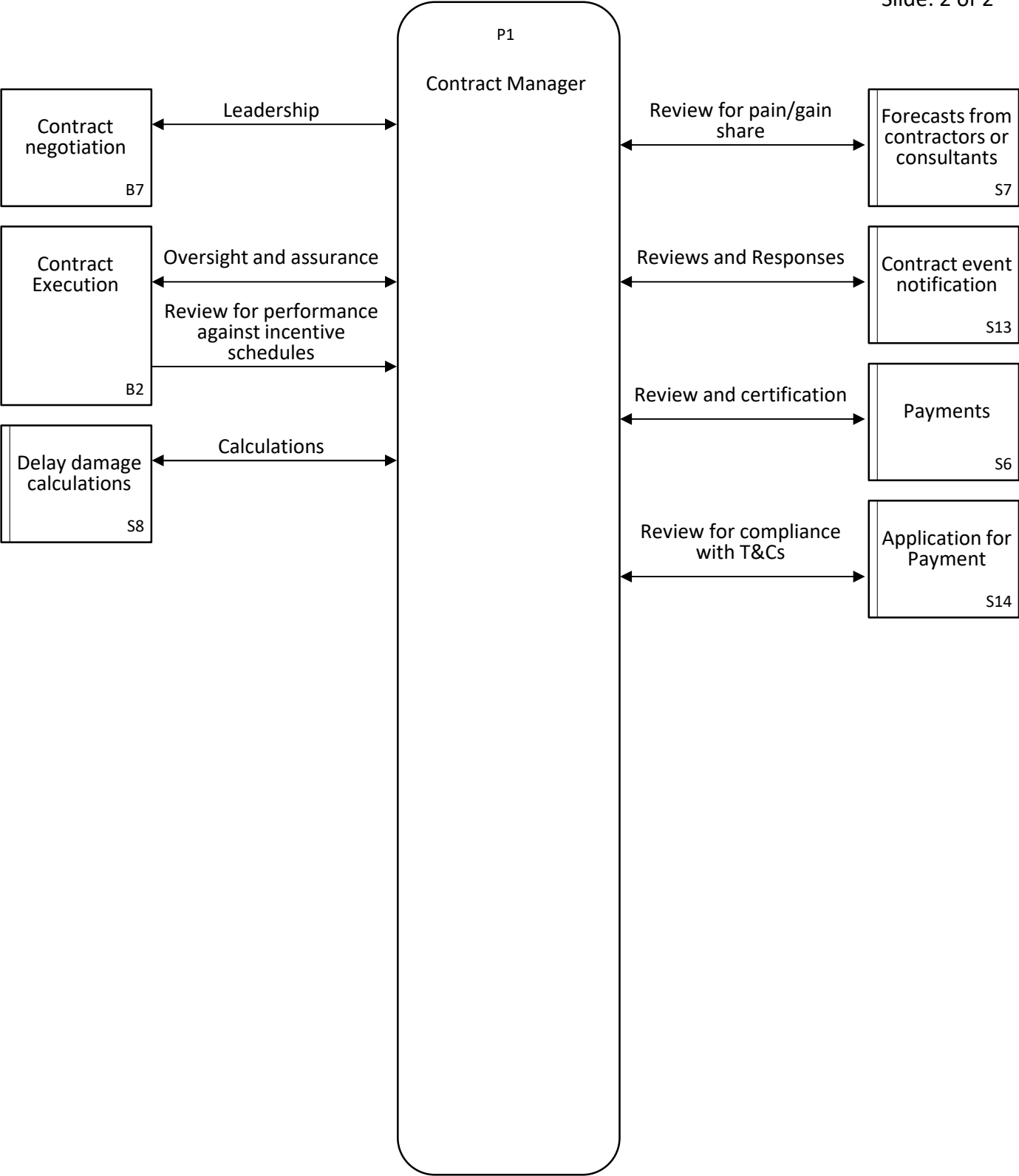
Area Title:	Contract Manager	ID:	PK5MK73R
Map Title:	Contract Manager	Map ExtID:	UE5QF7NV
Map Type:	Map	Date/Time:	2021/08/02 08:10:51 PM

Slide: 1 of 2



Area Title:	Contract Manager	ID:	PK5MK73R
Map Title:	Contract Manager	Map ExtID:	UE5QF7NV
Map Type:	Map	Date/Time:	2021/08/02 08:10:51 PM

Slide: 2 of 2



Map and Plan Area ID: **PK5MK73R**
 Map Title: **Contract Manager**
 Date/Time: **2021/08/02 08:10:51 PM**

Flow codes: ==>[] : to Central Process; <==[] : from Central Process; <==> : to/from Central Process		Candidate Interview Information Capture		
Main Text	Evidence/Examples	Notes	Score 1 to 5	
Contract Manager <i>Map Central Process</i>				
Goal Qualifications/Experience				
<i>Note</i> Degree in Business, Quantity Surveying, Law or Engineering desirable.				
<i>Note</i> 15+ years experience of contract management and administration, preferably with NEC experience				
<i>Note</i> Knowledge of monitoring Contractors and / or Consultants performance				
<i>Note</i> Significant experience in, and understanding of, claims management				
<i>Note</i> Experience of establishing Contractors and / or Consultants performance management frameworks				
<i>Note</i> Knowledge of Key Performance Indicators for Contractors and / or Consultants organisations, and experience in building a Key Performance Indicators library.				
<i>Note</i> Experience in administrating contracts, in particular the NEC suite of contracts.				
<i>Note</i> Experience in developing individual contract management strategies, and implementing those strategies				
Goal Essential Skills				
<i>Note</i> Skill in working and communicating effectively, both orally and in writing, within an integrated project delivery team and other project functional groups.				
<i>Note</i> 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>Note</i> Able to lead a team of 2-5 people				
<i>Note</i> Extensive analytical skills				
<i>Note</i> Strong negotiation skills				
<i>Note</i> Report writing				
<i>Note</i> Presentation skills				
<i>Note</i> Computer literacy				
<i>Note</i> Understanding of CEMAR / ASite / Fastdraft and Unifier				
Maintain & Improve Contracting Standards P4				
Manage relationships with contractors and consultants P2				
Oversee Contracting Processes P3				
Left Side Column				
General Contract management strategies S9				
<i>Note</i> For category and program level				
<==[] Establish				
Individual Contract Strategies S10				
<==> Review and approval				
Incentive schedules S11				
<==[] Set KPIs				
==>[] Review for performance against incentive schedules				
KPI Library for accountable area S12				
<==[] Creation				
Contract Mgmt. Standards S1				
<==> Understanding of and alignment with				
==>[] Review for assurance of compliance with admin activities				
T&Cs in Chosen Contract Suite S2				
<==> Review for compliance with Standards				
==>[] Review for assurance of compliance with admin activities				
Tendering & Evaluation Processes B1				
<==> Oversight and assurance				
Contract negotiation B7				
<==> Leadership				
Contract Execution B2				
<==> Oversight and assurance				
==>[] Review for performance against incentive schedules				
Delay damage calculations S8				
<==> Calculations				
Right Side Column				
Commercial relations with contractors and consultants B5				
<i>Note</i> Including ways of working				
<==> Review for continuous improvement in delivery of works and services				
Draft contracts S3				
<==> Review for fit to purpose				
<==> Review for tailored to project				
RFI and RFT documentation S4				
<==> Review for documentation assurance				
<i>Note</i> including conditions of contract and amendments thereof (including Contracting Entity developed Z clauses)				
Contract Team (2-5 people) B9				
<==> Leadership				
Advisors (Legal, Finance) B6				
<==> Coordination of input during contract review				
Contract business owners B3				
<i>Note</i> Project manager, Senior manager, and or program manager				
[]==> Guidance during negotiation				
Subcontractors B4				
<==> Review and acceptance				
Contract subcontractor line items S5				
<==> Review and acceptance				
Forecasts from contractors or consultants S7				
<==> Review for pain/gain share				
<i>Note</i> due to the contractor in respect of Option C or D contracts				
Contract event notification S13				
<i>Note</i> Compensation event applications, quotations for compensation events, subsequent assessments, early warnings				
<==> Reviews and Responses				
Payments S6				
<==> Review and certification				
<i>Note</i> including an assessment of Defined Costs for Option C and E contracts.				
Application for Payment S14				
<==> 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 administering 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.