

Job Description

Job Title:	Contract Officer	Job Holder:	
Division:	Finance / Commercial	Grade	SG4

Job Purpose:

The Contracts Officer is a hands-on commercial professional with a relevant professional qualification. The contracts officer will have responsibility for the following activities with support from the Commercial Manager:

- Take responsibility for every aspect of the Commercial Contract
- Prepare change notes
- Attend meetings internal and External
- Support the PM in ensuring contractual elements are carried out
- Assisting with order processing and commercial contract administration;
- Supporting the Commercial Manager as requested in business and financial planning.
- Supporting the contract Sub Contract Manager

Responsibilities:

1. Project and Commercial Support

- Review incoming agreements and draft outgoing agreements using templates such as Non-Disclosure Agreements, Memorandum of Understandings, Teaming Agreements etc.
- Apply and negotiate Contract Change Notes (CCNs) where deemed necessary.
- Participate in project meetings.
- Liaise with the Project Managers and deal with commercial/contractual matters arising.
- Review and implement sub-contracts where required.
- Ensure compliance with UK Export and Import Control.
- Maintain appropriate document Registers: i.e. Quote Register, Export Register, Intellectual Property Register, Contracts Register etc
- Undertake financial control and undertake cash collection duties when deemed necessary.
- Provide ad hoc support and advice to project teams as required.
- Coordinate Order Intake reporting across the business.

2. Bid Co-ordination

- Work with Business Development Managers and project teams to produce bids.
- Develop pricing structures and ensure satisfactory completion of bid pricing and approval sheets.
- Complete Expressions of Interest (EOI's), Pre Qualification Questionnaires (PQQ's) and a wide range of documentation in response to ITT's.
- Prioritise responses to various customer requests for quotations and information to meet

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<p>appropriate deadlines.</p> <ul style="list-style-type: none"> Act as formal point of contact with the Customer for communication following ITT publication and during the proposal-negotiation phase. <p>3. Individual requirements:</p> <ul style="list-style-type: none"> Experience of working in a commercial contracting environment. Knowledge of pricing, terms and conditions and other contractual documentation. Experience in delivering commercial sales transactions, negotiation, bid preparation. Strong written, communication and analytical skills including ability to see the bigger picture. Strong interpersonal skills and ability to build strong business relationships with a wide range of Company and customer personnel. Proven ability to work accurately and quickly under pressure.
<p>Key Result Areas:</p>
<p>The jobholder will be expected to:</p>
<p>Work with the Commercial Manager with a wide range of commercial tasks, supporting the Transport and Simulation & Training business teams within the Bristol office, and the wider business as required.</p>
<p>All employees may be required to carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed and are required to act in a manner that is wholly supportive of our values of:</p> <p>PARTNERS - We deliver on our promises; EMPLOYEES - We develop, recognise, reward and empower our people; ONE TEAM - We work together, openly, honestly, respectfully and in a professional manner; EXCELLENCE - We strive to continually improve; SAFETY - We protect our people, our partners and our environment.</p>
<p>Training: (if applicable)</p> <p>Internal training on Umbraco (Website and Intranet site)</p>
<p>Reporting Line</p> <p>The jobholder will report to the Barnstaple site Commercial Manager.</p>

<p>Job Location</p> <p>The job will be located in the Barnstaple Office.</p>



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Job Holder Declaration:

I accept the purpose and key result areas of my role with SEA are as outlined above.

Signature: _____ Date: _____

Line Manager Declaration:

I confirm that the purpose and key result areas of this role are as outlined above have been agreed with me as line manager.

Signature: _____ Date: _____