

THE EUROPEAN MARINE ENERGY CENTRE
JOB DESCRIPTION AND PERSON SPECIFICATION
CONTRACTS MANAGER

Reports to: Finance Director

Purpose: To ensure that appropriate legal agreements are implemented to facilitate the execution of contractual obligations. To develop and maintain effective contractual processes and management, to support the company's commercial goals.

Responsibilities

1. Ensure that appropriate legal agreements are chosen, undergo a controlled review, are negotiated to satisfy the requirements of all parties, and that records are maintained appropriately to facilitate the execution of contractual obligations.
2. Provide assistance with management of contractual obligations placed upon EMEC, its clients and contractors, ranging from adherence to permit procurement, project timescales, deliverables, and insurance, including all policies, systems, and documentation to ensure compliance, incorporating best practice, and ensuring excellent monitoring and controls.
3. Work with contract initiators and Project Managers, to ensure that any drafting or variations to contracts are managed and that interrelationships between contracts are managed.
4. Provide advice and support to EMEC staff to ensure an excellent service is delivered to clients.
5. Provide advice and support on procurement processes in adherence with EMEC procurement procedures.
6. Manage relationships with external legal advisors where required.
7. Ensure that the EMEC Integrated Management System is adhered to and assist the Quality Manager and others with identifying and progressing improvement actions, supporting EMEC's accreditation by the UK Accreditation Service (UKAS) or other relevant body.
8. Any other duties as directed by the Finance Director.

Reports: There are no direct reports to this position.

Person Specification

Education

Essential – Degree in law, business or other relevant subject.

Desirable – Additional professional qualifications suited to the role.

Skills & Knowledge

Essential - Contract negotiation, management, and maintenance. Excellent communication verbally and in writing. Numerate with an eye to layout and detail. Computer literate (MS Office and similar) and familiar with IT hardware. Articulate and a good listener.

Desirable – Client management experience.

Personal Attributes

Essential – Organised completer-finisher; analytical; teamworker; self-motivated; persistent and tenacious; demonstrable willingness to learn in the course of the job. Positive bias towards renewable forms of energy. High sense of responsibility and integrity.

Desirable – Commercially minded.

Experience

Essential – At least 5 years' experience working in a commercial contracts/contract management position.

Desirable – background in renewable energy.

Special Conditions Associated with the Role

None