

Contract Manager – Construction & Delivery

Employer:	East West Railway Company
Location:	Milton Keynes (Hybrid Working)
Salary:	£50,000.00 - £60,000.00 depending on experience
Basis:	Permanent
Team dimensions:	Reporting directly to the Head of Contract Management

A little bit about us:

East West Rail is a new direct connection, linking communities between Oxford and Cambridge, including Bicester, Milton Keynes and Bedford by rail.

Oxford, Cambridge and the communities in between are renowned for their vibrant economy, educational excellence and scientific innovation. They deliver growth and prosperity both locally and for the whole country; connecting these two cities and the communities in between is crucial to the social and economic future of the region.

East West Railway Company was set up to accelerate the delivery of the East West Rail infrastructure and passenger services, bringing faster journey times and easing pressure on local roads.

We were set up by the Secretary of State for Transport in 2017 to do things differently. We aim to innovate, positively disrupt, and challenge the status-quo, leading to quicker and more cost-effective project delivery, and an improved experience for passengers and the communities we serve.

As we build our team, we're looking for people with the right skills and mindset so that we can innovate, positively disrupt and set new industry standards. Whether you've been working on some of the world's most exciting rail and infrastructure projects or can inspire us with your ideas and expertise from other sectors, we want to hear from you.

Job Summary:

The successful candidate will join a contract management team split into defined categories and will be the lead on the Construction & Delivery category, providing post-award support across all category stakeholders within East West Rail.

They will support the Head of Contract Management and Head of Procurement in ensuring that robust processes are in place over the Commercial affairs of East West Rail, and that Contracts are successfully managed to ensure that optimum benefits are delivered.

As a Contract Manager, you will be involved throughout the procurement lifecycle, including input into the strategy and scoping of projects, and management of contracts to ensure contract adherence, as well as seeking additional benefits throughout the life of the contracts.

Responsibilities and Accountabilities

As the Contract Manager for the Construction and Delivery functions, your main responsibilities and accountabilities will be;

- Engage with internal stakeholders to build close trusted relationships and to ensure a full understanding of expected outcomes
- Communicate contract related issues and to understand and act upon any concerns raised
- Ensure a complete understanding of all contracts assigned, including the products/services being bought, pricing, processes, opportunities and risks
- Develop a contract management strategy for both the category and individual contracts, including the development and deployment of a contract management toolkit
- Working collaboratively with procurement team on aspects of commercial lifecycle, e.g. tender or strategy
- Monitors spend, risk, performance and contract obligations through KPI's and SLA's, across a portfolio of contracts within the category
- Manage and collaborate with stakeholders to complete contract close outs, extensions and renewals.
- Categorise contracts in the category's portfolio via use of the value risk matrix, to determine at pipeline stage the level involvement that the contract manager will have post-award.
- Ensure the contract management system is kept up to date and plans are in place for continuity of supply for all contracts approaching expiry/renewal
- Establish, maintain and grow supplier relationships by serving as a single point of contact for contractual matters
- Ensure that risks are identified and that mitigation actions are defined and managed
- Effective use of contract analysis to establish and implement initiatives that can unlock in-contract value
- Effective use of contract portfolio analysis to identify opportunities to work closer with strategic suppliers, improve processes or work differently to create additional value for EWR and its stakeholders
- Act as a role model for EWR Co's vision and values, behaving in ways that are in alignment with EWR Co's ways of working, such as encouraging and supporting others

- Promote equality in the workplace and adopt appropriate behaviour when interacting with colleagues

Role Dimensions

Reporting to the Head of Contract Management

Given the early stage of the project, it is likely that the nature of the role may evolve as the project progresses. It is also possible that other ad-hoc activities and duties may be required.

Experience and skills

- At least 5 years' experience in contract management, ideally within a regulated business and / or within the UK rail industry
- Strong knowledge of contract development and management, especially relating to NEC contracts.
- Knowledge of procurement processes, including relevant regulatory requirements (e.g. OJEU and Public Contracts Regulations)
- Strong financial and commercial acumen
- Excellent communication, relationship management and presentation skills
- Demonstrable negotiation and conflict resolution skills
- Strong ability to engage and manage stakeholders
- Experience in driving innovation and change
- Proven experience in managing large value complex contracts
- Public sector experience would be an advantage
- UK rail industry and/or capital programme knowledge and experience is an advantage
- Prior management or leadership experience is an advantage
- Ability to work autonomously
- Strong people skills and ability to work effectively as part of a team

Education and qualifications

- Professional qualification e.g. MCIPS or contract management equivalent is preferred

What we offer:

- Competitive base salary
- Quarterly bonus scheme based on individual performance
- Up to 12% employer's pension contribution
- 36 days holiday a year (including bank holidays) + up to 2 days to buy
- Life assurance
- Employee Assistance Programme
- Perks platform with hundreds of discounts and freebies
- On-the-spot and annual awards
- Advanced learning and development programmes
- Great work-life balance and flexible working opportunities
- Enhanced family-friendly policies
- Exceptional IT tools

Join the team!

Please send your resume and a covering letter explaining why you are interested in the role and meet the above experience requirements to: recruitment@eastwestrail.co.uk