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## **JOB ADVERT**

### **Contracts and Procurement Manager**

**£55,000 to £60,000 – Dependent on Experience**

#### **Knutsford, Cheshire**

Stopford are recruiting for a Contracts and Procurement Manager, to join the Commercial team. Reporting into the Commercial Director, the role will lead and manage our procurement and contract activities across our three service delivery groups, Projects, Consultancy and Technology and Innovation.

Stopford's business activities are at the forefront of the energy transition and together with our clients and partners, we are playing our part in tackling the biggest challenges of our time: Energy Security; Environmental Sustainability and Energy Affordability.

Our project portfolio provides the opportunity for engagement on multiple projects from tender preparation and negotiation right through to delivery and completion. This is an exciting opportunity to work in a fast-paced environment, working closely with the project delivery teams and client representatives.

The role is varied and spans both corporate and project procurement across the business.

You will be based at our Knutsford office, with the opportunity for a flexible working schedule that allows for a hybrid and in office presence. There may be occasional travel required to site and client offices. This is a full-time permanent position.

#### **About you**

The role is likely to suit a professionally qualified MCIPS individual with strong contract and procurement experience in drafting engineering forms of contract, with a track record of positive outcomes in a similar role, environment, or industry.

#### **Key attributes**

Desire to understand and promote the Company purpose, vision, values and culture. Organised structured and professional, with a passion for excellence striving to deliver the best.

#### **Key Responsibilities include:**

- Day to day you will work closely with the Commercial Director to develop and deliver our Commercial function. The team is centralised, strategic and facilitates best practice procurement and contract management throughout the business.
- Define robust procurement strategies aligned to the bid/project scope requirements.
- Negotiate and draft subcontract agreements, ensuring that back-to-back requirements are flowed down.
- Ensure procurement early involvement for bids and tendering activity through effective stakeholder management.

- Participate in project kick off meetings to ensure procurement requirements are built in as soon as possible.
- Ensure that all Project procurement standards and procedures are adhered to in line with Stopford policies.

### **Role requirements**

You will be able to demonstrate:-

- Ideally, membership of The Chartered Institute of Procurement and Supply (CIPS).
- Proven strategic procurement experience.
- Experience working with multi-disciplinary engineering teams in a bid and project management environment.
- Experience of drafting Engineering Forms of Contract (NEC, ICHEME etc)
- Excellent communication skills as well as a collaboration mind set.
- A degree within a relevant sector: Engineering, quantity surveying, business and or finance.
- Managing strict deadlines, prioritising and planning workload.
- Excellent communication skills.
- Excellent attention to detail.
- Eligible to live and work in the UK.
- Full UK/EEC driving licence.

### **Benefits**

Employment at Stopford brings many benefits including:

- Competitive salary
- Profit related bonus payment (10%)
- Pension (5% employer and 5% employee)
- 25 days holiday plus bank holidays
- Additional day off to celebrate your Birthday
- Private medical insurance
- Employee assistance programme
- Free on-site parking
- Reimbursement of professional membership fees
- Long service awards

Please go to our website for a full job description to familiarise yourself with all of the responsibilities, skills and experience required before you apply.

Please note that we do not accept applications from agencies, and you must be eligible to live and work in the UK.

We look forward to receiving your CV for the post of Contracts & Procurement Manager.

**Closing date: 20 February 2024**

Stopford reserves the right to bring forward the closing date if we receive a suitable number of quality applications from which to make a shortlist. Therefore, we would recommend that you apply as soon as possible.

Please note that due to the volume of applications we receive we are unfortunately not able to respond to each applicant. If you have not been called for interview within 3 weeks of the closing date, you should assume that on this occasion your application has been unsuccessful.

## Job Description

**Position:** Contracts and Procurement Manager

**Group:** Commercial

**Location:** Knutsford

### Company Ambition

Our ambition is to lead the way in engineering a sustainable world through the transition to a low carbon economy.

### Values

Our values guide the way we carry out our everyday activities to achieve our ambition:

- Responsibility – Committed to ethical and responsible actions
- Innovation – Innovation to create sustainable value
- Unrivalled expertise – Delivering a world class service
- Inclusivity – Working together with mutual respect
- Sustainability – Awareness at every opportunity

### Description

The Contracts and Procurement Manager will provide support to our service groups where the delivery of our services 'touch money'. The Contracts and Procurement Manager will support the Commercial Director with the development and progression of the Commercial Group.

The role will provide contract management advice to managers and guidance to colleagues engaging in procurement activities. The Contracts and Procurement Manager will have responsibility for commercial contracts, purchase contracts, collaboration contracts and academic research contracts.

### Key Responsibilities

- Day to day you will work closely with the Commercial Director to develop and deliver our Commercial function. The team is centralised, strategic and facilitates best practice procurement and contract management throughout the business.
- Define robust procurement strategies aligned to the bid/project scope requirements.
- Negotiate and draft subcontract agreements, ensuring that back-to-back requirements are flowed down.
- Ensure procurement early involvement for bids and tendering activity through effective stakeholder management.
- Participate in project kick off meetings to ensure procurement requirements are built in as soon as possible.
- Ensure that all Project procurement standards and procedures are adhered to in line with Stopford policies.
- A key focus will be to add value and increase the efficiencies within our service groups for all procurement processes.
- Corporate Governance for purchasing, review/refine existing policies and update to capture new services offered. Working with our Quality Systems Manager update our policies where needed implement and roll out on a Company wide basis.

- Corporate Governance for project controls, develop, implement and maintain internal guidance documents .
- Corporate Governance for sales, support the Commercial Director with contract negotiation and prequalification assessments.
- Corporate Governance for Intellectual Property, support the Commercial Director and Technology & Innovation Group with the development and implementation of our IP strategy.
- Management of direct reports to meet objectives.
- Performing procurement functions of purchasing supplies and services including experience with subcontracting.
- Manage the budget for support services and provide monthly report to the Commercial Director.
- Company procurement activities across multiple categories of spend, to effectively source equipment and supplies that fully satisfy our clients requirements and our company purchasing procedures.
- Management of our Approved Suppliers List.
- Works closely with the Quality Systems Manager, participates in audits as appropriate and act upon improvement initiatives as required.
- Implement and share best practice/learning experience from each service group.
- Developing procurement strategies for project delivery.
- Project procurement working with the service group project managers, acting as the project procurement manager where required.
- Procurement and Contracts advisory; oversee and guide project team procurement managers to nurture our wider capability to lead complex procurement processes. Identify high value orders for the attention of the Commercial Director.
- Champion the careful balance of complex project requirements against value for money.
- Tendering strategies, commercial bid reviews, supplier selection.
- Acts as point of contact with all subcontractors for updates or required work.
- Insurance and legal compliance.
- Contract negotiations.
- Prepare contract award documents with optimal terms.
- Obtains quotes and proposals; negotiates and administers assigned subcontracts/purchase orders.

### **Minimum Requirements – Education and Experience**

- Ideally, Membership of The Chartered Institute of Procurement and Supply (CIPS).
- Proven strategic procurement experience.
- Experience working with multi-disciplinary engineering teams in a bid and project management environment.
- Experience of drafting Engineering Forms of Contract (NEC, ICHME etc)
- Excellent communication skills as well as a collaboration mind set.
- A degree within a relevant sector: Engineering, quantity surveying, business and or finance.
- Managing strict deadlines, prioritising and planning workload.
- Excellent communication skills.
- Excellent attention to detail.
- Eligible to live and work in the UK.
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### **Company Wide Aspects**

- Adhere to Stopford's Business Management System.
- Align with and promote Company Values and Vision.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your role within the organisation and the overall business objectives of the organisation.