

Job Title:	Commercial Manager – Hydrogen Division
Location:	Glasgow
Responsible To:	General Manager – Hydrogen Division
Direct Reports:	Quantity Surveyor / Estimator, Administrator
Review Date & Rev No	1 st November 2023

Purpose of Job:	<p>The purpose of the Commercial Manager role is: -</p> <ol style="list-style-type: none"> 1. To ensure effective commercial management and reporting within the Division. 2. To ensure high quality responses to all Invitations to Tender (ITTs) and Customer Requests for Proposal (RfP) within the Hydrogen Division. 3. Manage the commercial and contractual execution of all projects within the Division from award and until close-out.
Key Areas of Responsibility:	<p>Commercial Management</p> <ul style="list-style-type: none"> • Commercial lead for managing project management software (EcoSys) and in particular monitoring and reporting of project / Division KPI's within the system Dashboard. • To maintain an effective time-writing system within the Division for accurate cost reporting. • To support the monthly Management review process with commercial data from the Ecosys Dashboard to complement the Division Management Accounts. • To provide cost management and performance across the Division for all proposals and projects. • To ensure a highly effective management system is in place for all Proposals, Tendering and Contract Management activities. • Ensure effective inter-company const control and allocations. <p>Tenders and Proposals</p> <ul style="list-style-type: none"> • To provide leadership and management of proposal and tendering activities within the Division. • To be the focal point within the Division for all opportunities in relation to Proposals and Tendering. • To develop proposal and tendering strategies along with the delivery plans for individual tenders / proposals for all business opportunities. • To manage and maintain the Gated Management Review Process for all business opportunities (from Go/No Go to Contract Close Out). • To support the business development lead and lead technical author in the development of technical and commercial responses to individual proposal and tendering activities. • To lead the co-ordination of inputs and responses from internal departments (Branches) to individual tender / proposal submissions • To co-ordinate supply chain and commercial input activities required to meet tender/proposal requirements. • To ensure tender / proposal documents are dispatched in a timely manner to meet submission / client deadlines.

	<ul style="list-style-type: none"> To support / coordinate inputs from sales / business development managers to the CRM / opportunity management system. To ensure an effective handover and review process following contract award. To effectively manage and negotiate Terms and Conditions with all customers in order that the contractual risk and exposure is clearly understood prior to acceptance of contract orders. To ensure tenders and proposals are developed within EcoSys to provide a seamless transfer of data from the tender phase into contract execution. <p>Contract Management</p> <ul style="list-style-type: none"> To manage the successful execution of projects / contracts in conjunction with the Project Manager and Project Engineer, including the identification, submission and negotiation of variations. To ensure the effective ongoing commercial administration of live projects, including project invoicing, stage payments, agreeing final accounts, etc. To manage the commercial and contractual interface with any sub-contractors including negotiations of variations and approval of sub-contractor invoices. To ensure that all project costs are accurately recorded in EcoSys and to monitor the ongoing commercial performance of the project, highlighting commercial risks to the General Manager and Division Director as required. <p>Leadership / People Management</p> <ul style="list-style-type: none"> To take responsibility for leading the day-to-day commercial management of the Division Responsible for managing tenders / proposals costs in line with agreed budgets To promote and encourage a team working environment and a culture of continuous improvement To carry out regular team meetings and other communication processes to ensure the smooth running of projects or other tasks. To support the General Manager and Director brief the Division and other Group Executives on key commercial matters. 				
Interfaces (Internal/External):	<ul style="list-style-type: none"> Senior Management Team (Group and Branch Directors) Engineering Project Teams (Lead and discipline engineers) International and Subsidiary companies sales teams Aberdeen / UK Branch Customer Account Management teams International Customer Account Management team / departments Customers 				
PERSON SPECIFICATION					
Qualifications:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;"><i>Essential</i></th> <th style="width: 50%; text-align: center;"><i>Desirable</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="512 1709 1011 2009"> <ul style="list-style-type: none"> Relevant engineering degree and project and commercial and financial management qualifications </td> <td data-bbox="1011 1709 1460 2009"> <ul style="list-style-type: none"> Experience in the management of engineering and construction contracts (NEC3, FIDIC, IChemE) Experience in the use of financial / ERP systems and project management software applications. </td> </tr> </tbody> </table>	<i>Essential</i>	<i>Desirable</i>	<ul style="list-style-type: none"> Relevant engineering degree and project and commercial and financial management qualifications 	<ul style="list-style-type: none"> Experience in the management of engineering and construction contracts (NEC3, FIDIC, IChemE) Experience in the use of financial / ERP systems and project management software applications.
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Experience Required:	<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none"> • Extensive experience in an engineering projects / proposal environment in the Energy or related sector • Proven experience of managing tenders / proposals effectively • Experienced manager of financial systems (estimating, budgeting, costs and invoicing) 	
Skills/Training Competences:	<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none"> • Ability to communicate effectively at all levels both verbally and in writing • Ability to make and take decisions independently • Sound understanding of managing tenders / proposals needs with a strong commercial focus • Excellent Technical Authoring and oral communication skills • Knowledge and understanding of differing commercial and financial instruments and implications • Strong customer focus, both internal and external • A flexible, "can do" attitude and approach • Ability to work under pressure and to tight deadlines • Proven ability to lead and to motivate a team • Able to work effectively as part of a team 	<ul style="list-style-type: none"> • Excellent communication and presentation skills

Please note that you may be requested to undertake other duties from time to time and it is possible that your duties may change over time. You will be expected to co-operate with all reasonable requests. If the changes are deemed to be longer term then this job description will be revised.

Signature of Job Holder: _____

Date: _____

Name in Capitals ()

Signature of Manager: _____

Date: _____

Name in Capitals ()