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| Job Title: | Contracts Manager – Hydrogen Division |
| Location: | Glasgow |
| Responsible To: | Director – Hydrogen Division |
| Direct Reports: | Cost Engineers |
| Review Date & Rev No | May 2025 |

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| Purpose of Job: | The purpose of the Contracts Manager role is to ensure effective commercial management and reporting within the Division. This includes managing 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. Ensure effective inter-company cost control and allocations. To ensure there are effective processes and procedures for commercial management within the Division. <p>Contract Management</p> <ul style="list-style-type: none"> To ensure there is an effective internal contract hand-over post award form the Proposals and Tendering Manager. To ensure there is an effective external contract kick-off meeting with the customer and subsequent project reviews in conjunction with the allocated Project Manager / Project Engineer. 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. |

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| | Leadership / People Management <ul style="list-style-type: none">• To take responsibility for leading the day-to-day contract / commercial management of the Division• Responsible for managing project 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 Director and 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)• Hydrogen Division Leadership Team• Proposals and Tendering Manager• International and Subsidiary companies sales teams• Aberdeen / UK Branch Customer Account Management teams• International Customer Account Management team / departments• Customers | |
| PERSON SPECIFICATION | | |
| Qualifications: | <i>Essential</i> | <i>Desirable</i> |
| | <ul style="list-style-type: none">• Degree qualified Quantity Surveyor or Engineer with extensive experience working as a Cost Engineer / Manager | |
| Experience Required: | <i>Essential</i> | <i>Desirable</i> |
| | <ul style="list-style-type: none">• Demonstrable experience in an engineering projects environment in the Energy or related sector• Proven experience of managing construction engineering contracts successfully• Experienced manager of financial systems (estimating, budgeting, costs and invoicing) | <ul style="list-style-type: none">• Experience in the management of engineering and construction contracts (NEC, FIDIC, IChemE)• Experience in the use of financial / ERP systems and project management software applications. |
| 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 | <ul style="list-style-type: none">• Excellent communication and presentation skills |

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| | <ul style="list-style-type: none">motivate a team• Able to work effectively as part of a team | |
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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 ()