

JOB DESCRIPTION**Senior Contracts Engineer****REVISION:** 1 **DATE:** 09/09/2020**REPORTING LINE**

The Senior Contracts Engineer will report directly to the Contracts Manager

LOCATION

Well-Safe Solutions, Aberdeen, though there may be the requirement to visit and work at other company locations or supplier's premises as required.

ROLE

To provide comprehensive Supply Chain support to the business, including Well-Safe's Clients. Involved in all aspects of contract management and contractor performance and delivering customer value.

KEY RESPONSIBILITIES

The Senior Contracts Engineer will be required to:

- Work with key stakeholders to develop strategies for specific Abandonment Unit projects
- Development and management of Contract Execution Plans (CEPs)
- Lead the tendering, evaluation and negotiation process in relation to Abandonment Unit projects and make recommendations to management on contractor selection and contract award
- Develop RFQ/ITT packages, and prepare detailed quantitative and qualitative evaluation of tenders including assessment of contract risk
- Direct contractual and commercial negotiations in accordance with contracting principles, ensuring risk mitigation and commercial optimisation
- Ensure effective management of contractors to deliver the Abandonment Unit projects in all stages of the project life cycle and deliver the overall project performance targets
- Responsible for key supplier performance and relationship management including frequent performance feedback sessions, agreeing KPI's, implementing lessons learned and continuous improvement
- Actively champion partnership arrangements with major suppliers by questioning, appraising, evaluating and improving the activities of the partnership

- Take a lead role in identifying and developing opportunities to create value, cost reductions and improve service delivery across the business through effective contract management techniques
- Preparation and administration of contract documents, contract summaries, amendments, variations, milestone certificates etc
- Provide advice and guidance to management on contracting and other supply chain matters
- Act as a key negotiator in relation to contract dispute resolution
- Work with the operations team to define a clear financial understanding in terms of costs, accruals, commitments, VO's and uncertainty
- Work with materials controllers and Asset Buyer to ensure that all appropriate services and supplies are in place for the successful execution of the work

KEY OUTCOMES

- Deliver the CEP's on time and on budget
- Ensure that contracts implemented meet with the company's commercial strategy
- Delivery effective and efficient Supply Chain Management (SCM) support to the business
- Build and maintain effective relationships with key business partners, including contract, supplier and relationship management
- Regular and accurate reporting to the Contracts Manager

LIMITS OF AUTHORITY

Full responsibility for all operational activities within the philosophies and constraints laid out in the job description.

The company reserves the right to amend or change the activities listed, taking into account the job holder's qualifications and experience to enable the business needs to be met.

KNOWLEDGE & COMPETENCY

Required:

ESSENTIAL

- 10+ years' experience in oil and gas contracting with a proven track record of value delivery in SCM. Must be able to derive added value from suppliers, contain procurement costs and mitigate exposure to risk
- Experience from both oil operator and service company perspective
- Knowledge of project management requirements, including tracking and administration of Variation Orders and Milestone payment certificates
- **DESIRED**
- Legal/QS/CIPS qualification (preferred)