



## ROLE PROFILE

### Contracts Manager

#### Why do we have this role?

*Resonate specialises in providing mission critical systems and data science led solutions, primarily in the transport industry. Our Contract Manager is responsible for undertaking bid and proposal support and contract administration duties including the tracking, collation, record keeping and reporting of contract commercial information. The contract administration and support of live client contracts and pre-contract negotiations are an integral part of contract delivery and audit.*

#### What are the key objectives?

- Provide practical support in managing the preparation and delivery of a variety of forms of contract on a day-to-day basis;
- Maintain records of auditable contract related data, information and correspondence in accordance with the terms of the contract and in line with business requirements;
- Maintain records of through life contract variations and claims, the status of all potential or pending contract change and their impact;
- Prepare reports on the commercial status of bids, proposals and contracts including, compliance, commercial risks and issues;
- Manage supplier Invitations to Tender and finalise subcontracts;
- Manage and monitor subcontract and supplier performance against the contract;
- Advise on supplier selection;
- Assist client and internal audits;
- Ensure the actions to mitigate commercial risks at both the pre-contract stage and throughout the full contract lifecycle are clear in terms of accountability and responsibility, and their progress is captured and monitored;
- Ensure the appropriate level of governance is applied at both the pre-contract stage and throughout the contract lifecycle;
- Support engagement with external advisers on commercial matters as necessary;
- Complete special projects and other duties as directed.

#### Top Internal Relationships

1. Commercial Manager (reports to this role)
2. Programme Realisation team
3. Whole Life Customer Engagement team
4. Contract support to all functions across the business

#### Person Requirements

##### *Profile*

- Demonstrable experience of administering managing different types of contract including fixed price, target price delivery and service contracts, ideally with benefits share or SAAS contracts;
- Personally resilient and comfortable developing effective internal relationships;
- Flexible in approach and knowledge, able to service both supplier and client requirements;
- Appropriate commercial qualification.

