

Job Title	Contracts Manager
Reports To	ECO Director
Job Location	Based at AgilityEco offices in Sutton or Aylesbury with frequent travel to business meetings
Remuneration	£45,000 - £60,000 depending on experience, plus annual discretionary bonus and employee share ownership scheme (subject to qualifying period of employment)
Hours	37.5 hours per week. 23 days annual leave. Open to part-time options
Purpose Statement	<p>Headquartered in Sutton, AgilityEco is a fast growing business that has established a leading position in the financing and delivery of energy efficiency programmes and energy sector consultancy services. Much of what we do is aimed at alleviating fuel poverty and helping those who find themselves needing support in heating their homes efficiently. Our sister company, Bierce Surveying, based in Aylesbury, provides a diverse range of surveying and quality assurance activities.</p> <p>Our clients include many of the major energy supply companies, Local Authorities, Housing Associations and other funding bodies. We work with an extensive supply chain including many installers of renewable energy technologies, community interest companies providing localised support services, and other key partners.</p> <p>In order to support the business leads in managing customer and supplier contracts the need for a Contracts Manager has arisen. The role will entail supporting the Management team for each business line in drafting, reviewing, negotiating and executing a broad range of customer and supplier agreements.</p> <p>The Contracts Manager will need a strong understanding of commercial and contractual terms and experience modifying contracts including detailed service schedules and performance KPIs across services contracts and grant funding agreements.</p> <p>The role holder should be confident in putting forward improvements in contract terms to support driving commercial value and to be able to drive contracting consistency and best practice across the Group.</p> <p>This is a new role, so there will be the opportunity to shape our Group-wide contract governance including setting up systems and processes for recording all contracts, key terms, expiry dates and other relevant information.</p> <p>The role would suit an individual with previous experience within the energy or construction sector. You will need to demonstrate relevant commercial, contract and stakeholder management skills, together with experience of working on technically complex projects and operations.</p>
Responsibilities	<ul style="list-style-type: none"> • Supply chain engagement: work alongside business leads and delivery managers to support ongoing contract compliance. • Negotiation of commercial terms: Involved in the negotiation of key contractual commercial terms with customers and suppliers including KPIs and SLAs. • Contract Management: Ensure contract terms are met by suppliers and customers, taking enforcement actions where required. • Contract reviews: reviewing and tailoring customer and supplier agreements including grant funding agreements; drafting and reviewing service schedules; developing SLAs and contract KPIs.

	<ul style="list-style-type: none"> • Best practice: review supplier and customer contracts across the business, driving consistency of best practice and developing organisation-wide contracting governance. • Contracts database: Establishment of system and processes for administering all contracts, maintaining records of all contracts, key terms and relevant dates. • Bid support : Support sales teams with review of RFPs, relevant contractual terms, framework agreements and other new customer agreements. • Other: any other reasonable duties commensurate with the post, which may be allocated from time to time.
Dimensions of Role	The job holder will report directly to the ECO Director but work closely with the Directors of each of our business lines, and colleagues across Service Delivery, Finance and the Senior Leadership Team.
Skills, Knowledge and Expertise	
Essential Knowledge and Qualifications	<ul style="list-style-type: none"> • Demonstrable experience of managing customer and supplier contracts • Negotiation and stakeholder management skills. • Contract Management, including ensuring ongoing compliance with key terms. • Understanding of all relevant legislative and contractual risk elements including Data Protection, Liability caps, Anti-bribery legislation etc. • Experience of contracting under framework agreements. • Understanding of Grant Funding Agreements. • Proficient in Word, Excel, PowerPoint
Person Specification	<ul style="list-style-type: none"> • Ability to work without supervision, under pressure and to tight deadlines • Able to influence and manage external stakeholders • Detail oriented, meticulous and with strong organisational ability • Excellent verbal, written communication and interpersonal skills • Ability to maintain highest level of confidentiality • Commercially astute