
Role Specification

Job title: Contract Manager

Department: Engineering

Location: Houston, Texas, USA

Date: October 2022

The role within the Company

Velocys continues to build upon its project delivery capabilities and is now seeking an experienced Contract Manager to join the engineering division.

The role will address the significant near-term activities associated with the technical and commercial input for contract formation and will support the legal function with the creation of contract documentation. This will include leading contract management on individual Company, Licensing, Engineering Contractor, and Fabrication contracts. The role has the responsibility to assure compliance with all statutes, regulations, and contract terms and conditions. Furthermore, the position requires the contract manager to report to both the project and company senior leadership on the status of the assigned project(s). This in turn will require participation in developing, reviewing, and approving contracting strategies, together with the review and approval of contract awards within their delegated authority.

Responsibilities

- Supports the negotiation relating to contract terms and conditions.
- Analyse commercial sections of proposals and technical evaluations, coordinate technical scopes of work including interface with all project disciplines and client as applicable;
 - project controls,
 - legal services,
 - project management,
 - construction,
 - engineering,
 - finance/accounting.
- Perform contract management post-award activities through evaluating;
 - status of contractors' productivity,
 - schedule adherence,
 - contract change management,
 - progress validation,
 - claims avoidance.
- Perform closeout of contracts;
 - finalize outstanding contract issues,
 - issue of final modifications,
 - invoices and coordinate completion of contractor performance evaluations.
- Participate in proposal development activities including;
 - preparation of required proposal response,
 - development of final proposal evaluations,
 - prepare contract recommendations,
 - present recommendation to project team and/or client.

- Prepare, maintain, retrieve, and communicate records, reports, or documents that may be required to meet corporate and Contract Management requirements.
- Interface with all levels of the project team – and be able to represent and interface with all levels of internal and/or external management and corporate organisation personnel; conduct meetings with interfacing disciplines in the support of scope or commercial term development.
- Be proactive with contractors to ensure contract compliance, generation of progress, schedules, daily and other status reports, invoices, and supporting documents in a timely manner.
- Provide consultative analytical, and contract management support relating to Contract Management for the project management, project controls, and construction management leadership and other senior leaders as required but generally reporting through a senior contracts manager.
- Protect the Company's interests by enforcing warranties, mitigating risk, and providing oversight to project contract management teams with oversight from a senior contracts manager.
- Ensure timely payment of contractors.
- Develop a claims prevention program.
- Manage contract processes to avoid claims and participate in the equitable settlement of claims.
- Perform Contractor resource survey Review contracts project set-up.
- Execute portfolio assignments as requested, perform contract risk assessments, and formulate mitigation strategies.
- Develop standard contract templates for a project, prepare Project Contract Procedures, and provide input to Project Final Report.
- Coordinate the timely issue/distribution/response of documents to the Contractor.
- Coordinate/maintain control of Site Instructions.

Organisational interactions

- Immediate supervisor title: Vice President, Engineering.
- Next level supervisor title: Senior Vice President, Business Development and Project Delivery.
- Collaboration with other individuals and groups: Velocys Process Engineering Group, Legal and Cataysis Technolgy Group. Clients, Third Party Vendors and Suppliers.

Education and experience

- Business Administration degree (MBA) or equivalent.
- Extensive proven practical experience of contract management, subcontract management, procurement obtained within an engineering and or construction environment.
- Robust experience of developing and negotiating contract terms and conditions, specifically related to services, construction, engineering, materials and equipment installation.
- Strong understanding of contracting principles and legal terms and conditions.
- Broad understanding of the construction industry and contract language associated engineering, procurement, fabrication, and construction/construction management (EPFC/CM).
- Experience with administering the Request for Proposal/Request for Quotation (RFP/RFQ) process for contractors on heavy industrial construction projects.
- Extensive experience and knowledge in contract formation and contract administration required.
- Strong working knowledge of Contract Law.
- Experience in accurately formulating multiple compensation structures including, but not limited to, reimbursable cost, lump sum, and unit price.



- Experience in work change and claims evaluation and negotiation.
- Experience in creating Request for Proposal (RFP)/Contract packages and interfacing with multiple disciplines in their creation.
- Experience in creating Project Specific Contract Terms and Conditions by flowing down terms from the Prime Contract.
- Experience working with Project Management, Engineering, and Construction to develop a sound Project Execution Plan and Contract Plan.
- Experience in the Team Contract Management approach to contracting which includes each department being responsible for a portion of the RFP/Contracting process.
- Experience in formulating strategies for individual contracts.
- Excellent interpersonal skills with the ability to converse on all levels.
- Effective communicator with the ability to explain the technical to the non technical individual.
- Intermediate knowledge of MS Office to include O365, Word, Excel and PowerPoint

Contact

Please send your CV and any additional information to support your application to:

careers@velocys.com.

