



Senior Commercial Manager - London Array Limited

Based in Ramsgate, Kent

London Array Limited is a consortium of three world-leading renewable energy companies – E.ON, Ørsted and Masdar – and La Caisse de dépôt et placement du Québec (Caisse), one of Canada's leading financial institutions. With 175 turbines and a capacity of 630 megawatts (MW), it is one of the world's largest offshore wind farm, occupying an area of 100km² in the outer Thames Estuary between the Kent and Essex coasts.

Role purpose

The Senior Commercial Manager will work directly for the Operating Company – London Array Limited which is based in Ramsgate, Kent. The role will involve commercial contract management, support to the senior management team in the overall procurement process and the supervision of staff. The successful candidate will need to have a sound knowledge of contract management processes, work to tight deadlines, demonstrate good client interface, and have strong communication skills (both written and verbal).

Reporting lines

Reports to: Head of Commercial & Finance

Primary responsibilities

- Acting as Commercial Team lead
- Assisting in developing commercial management processes and control measures designed to minimise risk and maximise the operational performance of contracts, including performance management systems.
- Resolving commercial issues and disputes, and claims
- Acting as the commercial lead for allocated key contracts within London Array.
- Ownership of overall contract register, managing the contract renewal/review process, produce monthly update and managing the workflow
- Assisting and support the Senior management team to develop the Contract and Procurement Strategy.
- Management and rationalisation of the over 140 contracts which are currently in place
- Compliance with Governance and Purchasing procedures
- Management of lease agreements and contractual obligations to ensure compliance with statutory and regulatory provisions

- Preparing contract schedules of deliverables, obligation calendars, commercial briefing, and training sessions to improve commercial expertise and raise awareness in operations
- Providing accurate and timely commercial information
- Providing support to the Operations team for more complex negotiations, mitigating penalty deductions and dispute/claim resolutions
- Preparing and/or providing advice on the preparation of variations to contract
- Establishment of workload targets and deadlines (including the use of KPI's) and maintaining delivery against these
- Monitor and maintain commercial team performance
- Assisting in the review and setting Targets on PFI contracts and the application of any pain/gain share mechanisms
- Leading on the preparation of Contract Packages (consultancy services, service orders, etc.)
- Support the Head of Commercial and Finance in contract negotiation and execute the contract in varies complexity

Span of communication

- **Internal:** Leadership Team, LAL Team
- **External:** Contractors, Suppliers, Service Providers.

Qualifications, experience and skills

Preferred qualifications

- Educated to at degree level, preferably in Law, Business Administration or Engineering.
- Minimum of 10 years' experience in energy, engineering or construction industry, and/or contract administration or contract compliance in construction-related projects.
- Professional qualification and chartered status (CIPS/RICS).

Preferred experience

- Experience in schedule analysis and claims management is highly desirable.
- Understanding of contract terminology with respect to project scope and client management
- Knowledge of engineering services for Wind projects or related fields would be useful
- Supervisory experience is required

Role-specific skills

- Ability to enforce a commercial framework to measure and guide contract performance, ensuring business processes and practice are conducted in accordance with policies and in a way that protects and enhances the performance, professionalism, reputation and image of the company
- Clarifying the ability to terminate current contracts, working with programme finance leads to understand the impact and realisation of any potential benefits
- The ability to renegotiate existing contracts
- Ability to prioritise and manage multiple assignments with competing deadlines.
- Strong verbal and interpersonal communication skills.
- Impeccable drafting and written communication skills.
- Excellent attention to detail with accurate and timely outputs.
- Ability to work independently and within a team-oriented environment.

- Self-driven and a strong sense of urgency.
- Proficient in word processing and spreadsheet software.

Behavioural competencies

- Strategic thinking
- Problem solving
- Leadership, guidance and mentoring
- Results orientated
- Customer focused
- Ability to impact and influence
- Business and people acumen