

## Commercial Manager

The role of the Commercial Manager here at NIS is to take accountability and lead with all commercial and contractual engagement both upstream and downstream, as required and directed by the Project Portfolio Lead and Commercial Portfolio Lead, whilst effectively leading the Commercial team across the Project Portfolios.

### Specific Areas of Responsibility

- Provide effective performance management of both contractor and staff subordinates.
- Work in close collaboration with Project Portfolio Delivery Teams to assure agreement and alignment with Supply Chain and Project Control functions.
- Ensure all contractual arrangements are met, delivered to a consistent high standard and are commercially compliant.
- Proactively support the achievement of KPIs defined in the business.
- Administration Monthly Payments (Applications, certificates and invoicing)
- Preparation of CE quotations including demonstration of the entitlement principle.
- Daily control of specified contract management tool (CEMAR etc.)
- Liaison with client procurement/commercial teams throughout the management of the contract and attend meetings as and where required
- Support the PM with interpretation of the contract and Works Information.
- Support the PM with management of Risk, whether a known risk stated, or a new risk that arises (This should be captured via the EWN process.)
- Overview and audit of the Change Control procedure.
- Liaise with client procurement/commercial contacts throughout the tender and CRC process
- Prepare Handover files as required by Project team
- Prepare Contract Data returns and equivalent commercial forms in support of bids and contract awards
- Support Bid team in commercial evaluation of terms and conditions
- Support bid team in compiling commercial responses and clarifications