

## JOB DESCRIPTION

<b>Job Title:</b>	Contracts Lead – Operations & Maintenance
<b>Staff/Contractor:</b>	Staff
<b>Department:</b>	PSCM
<b>Onshore/Offshore:</b>	Onshore
<b>Location:</b>	Aberdeen
<b>Reports to:</b>	Contracts and Procurement Manager

### Role Purpose

- Focal point within the PSCM team for all Contracts and Procurement activities in relation to the Operations & Maintenance Category supporting the relevant business function ensuring that cost-effective, high performing contracts and agreements are delivered and controlled in a professional and ethical manner
- Deliver timely contract support across the business ensuring compliance with the Company processes and procedures whilst ensuring that the Company is not exposed to unnecessary contractual or commercial risk in the course of its business

### Areas of Responsibility

<b>Geographical Span:</b>	Serica Assets- UKCS
<b>Budgetary Responsibilities:</b>	No
<b>Direct Reports:</b>	Yes
<b>Travel Required:</b>	Occasional as required

### Main Tasks

*Please note that this list of duties is not exhaustive, and employees will be expected to undertake reasonable duties commensurate of their role and grade.*

- Has accountability for performing all obligations regarding health, safety and wellbeing of others and themselves, as well as the environment in which the procurement duties are undertaken
- Ensure delivery of integrated Supply Chain support in an Exploration and Production environment - across suppliers and contractors related in particular to the Operations & Maintenance category
- Collates and interrogates functional demand to ensure consistency on engagement with the market
- Ensures all activities are undertaken in accordance with Company procedures and industry good practice
- Leads the development of detailed category plans for assigned spend areas and coordinates that of others within the Operations & Maintenance category, working closely with stakeholders (e.g. Contract Holders, Budget Holders, Technical Representatives, management teams etc.) to identify business requirements and vendor market dynamics
- Leads the development of prequalification's, requests for information / quotation and bid lists for tendering activities

- Leads tendering, evaluation and negotiation process in relation to the award of contracts and agreements and makes recommendations in accordance with the Delegation or Authority, ensuring a fair and transparent process that aligns with Company contract and commercial standards and risk exposure is mitigated accordingly while driving value for the business
- Liaise with legal (where required) to ensure that all contractual arrangements suitably mitigate Company's contractual, commercial and technical risks across the contract's portfolio
- Embed Contractor Performance Management to position both the Company and contractor for success by setting performance measures and strategic goals where appropriate and promoting continuous improvement in all aspects of contracts management
- Develop and implement supplier relationship performance and contract management plans
- Contributes to or leads dispute negotiations
- Consistently maintains market knowledge of category and identifying trends
- Tracks and monitors KPI's for key suppliers and identifies inconsistencies accordingly
- Effective evaluation and management of supplier risks through systematic audit procedures
- Active participation in supply chain initiatives
- Engagement with other operational and business functions, including Legal, Finance, Operations, Maintenance and Engineering
- Support vendor qualification, onboarding, and assurance activities using SEQual or equivalent platforms. Ensure vendors meet company standards for capability, HSEQ, and compliance prior to engagement.

<b>Professional and Behavioural Skills, Educational Requirements</b>	
<b>Professional Skills</b>	
<b>Essential:</b>	<ul style="list-style-type: none"> <li>• Broad understanding of Supply Chain in the relevant areas of business – Operations &amp; Maintenance</li> <li>• Well versed in Contract structures, templates, formats with special emphasis on LOGIC and ability to apply this knowledge across tendering process and contracts management</li> <li>• Experience of implementation of category structures and contracting frameworks</li> <li>• Experience with effective Supplier Relationship Management and Contractor Performance Management</li> <li>• The ability to demonstrate an understanding of contracting within an ERP application</li> <li>• Previous experience in a similar category specialist / contracts specialist role</li> <li>• Ability to lead others, to be able to influence at multiple levels</li> </ul>
<b>Behavioural Skills</b>	
<b>Essential:</b>	<ul style="list-style-type: none"> <li>• Passion, drive and commitment for PSCM Performance excellence</li> <li>• Exhibits excellent interpersonal and relationship building skills</li> <li>• Self-starter with strong analytical and problem-solving skills</li> </ul>
<b>Education Requirements</b>	
<b>Essential:</b>	<ul style="list-style-type: none"> <li>• Relevant experience in Supply Chain, Engineering, Quantity Surveying, Law or Business Management or similar relevant degree</li> </ul>