

## Manager, Procurement Contracts

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Company: Worley

Location: United Kingdom

Category: other-general

### **Building on our past. Ready for the future**

Worley is a global professional services company of energy, chemicals and resources experts headquartered in Australia.?

Right now, we're bridging two worlds as we accelerate to more sustainable energy sources, while helping our customers provide the energy, chemicals and resources that society needs now.

We partner with our customers to deliver projects and create value over the life of their portfolio of assets. We solve complex problems by finding integrated data-centric solutions from the first stages of consulting and engineering to installation and commissioning, to the last stages of decommissioning and remediation. Join us and help drive innovation and sustainability in our projects.

#### **Introduction:**

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#### **Operations Manager**

**Benefits:** Pension, Extra Holiday Purchase Scheme, & Many More.

**Role Context:**

To provide Contract Management line expertise in Worley Contracting activities at an experienced level, in accordance with the Project Execution Plan for contracting activities on a Project and Compliance with Worley and Customer Business Management Systems for Supply Chain Activities. In addition, the candidate will have experience of the management of the entire procurement process (i.e. throughout the pre-award and post-award periods) for complex engineering construction works

**You'll be:**

- Provides contract management expertise to the allocated project(s)
- Support the Project Management Office (PMO) in the management, in all aspects, of all Construction and Engineering Contractors during the Pre-contract and Post-Contract Administration activities.

**SPECIFIC PRE-CONTRACT ACTIVITIES**

Pre-Contract is used in this context as the activities which are performed in the Home office, up to the award of individual Contracts.

- Prepares and negotiates Non-Disclosure/Confidentiality Agreements
- Compiles Solicitation and Expression of Interest Documents
- Prepares Market Analysis of the returns
- Utilises Worley project processes and procedures (Knowledge/Requis/CRM)
- Prepares Prequalification Criteria and Prequalifies Contractors
- Compiles Request for Information and Request for Proposal (RFP) / and or Invitation to Tender/Bid (ITT/B) evaluation plans
- Initiates and chairs the RFP/ITT/ITB Kick-off meeting

**POST-CONTRACT ACTIVITIES**

Post-Contract is used in this context as the activities which are performed between the award of the Contract and its close-out consequent to satisfactory completion of Work.

- Participates in pre-construction kick off meeting; writes and distributes minutes
- Utilises Worley project processes and procedures (Knowledge/Requis/CRM)
- Receives all correspondence from contractors, initiates distribution and close out
- Maintains correspondence, Site Instructions and Contractor change registers
- Maintains Securities (Bonds, Performance Guarantees, Insurances, etc.) and tracks for expiry

- Either replies to Contractors' correspondence where the subject is solely Contract-related or co-ordinates the review of and replies to such correspondence with other Customer/departments/disciplines
- Provide Contractual interpretation for Project Team

### **You'll have:**

- Degree in Quantity Surveying, Construction, Engineering or Law (or equivalent)
- Member/Associate or Fellow of relevant recognised professional Institution (e.g. RICS) (preferred);
- Languages
  - Fluent in written and spoken English
- Expertise
  - Significant experience of managing pre-contract processes (including pre-qualification, preparation of Invitations To Tender, selection and award of contracts.
  - Significant experience of managing all post-award processes (general contract administration, change control, claims avoidance and management, final accounting, dispute resolution, etc)
  - The ability to communicate effectively both verbally and in writing
  - Able to cope in a complex and dynamic environment
  - The ability to convey arguments and propositions in personal relationships
  - Adept in the use of software and reporting systems (e.g. CRM (or similar), Excel, word, Powerpoint, Outlook, TEAMS etc.)
  - Service delivery (where required)
  - Team player but also capable of working independently and self-starting
  - Ability to identify and meet Customer needs
  - Negotiation
  - Relationships.

### **Moving Forward:**

We want our people to be energized and empowered to drive sustainable impact. So, our focus is on a values-inspired culture that unlocks brilliance through belonging, connection and innovation.

We're building a diverse, inclusive and respectful workplace. Creating a space where

everyone feels they belong, can be themselves, and are heard. And we're not just talking about it; we're doing it. We're reskilling our people, leveraging transferable skills, and supporting the transition of our workforce to become experts in today's low carbon energy infrastructure and technology.

Whatever your ambition, there's a path for you here. And there's no barrier to your potential career success. Join us to broaden your horizons, explore diverse opportunities, and be part of delivering sustainable change.

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