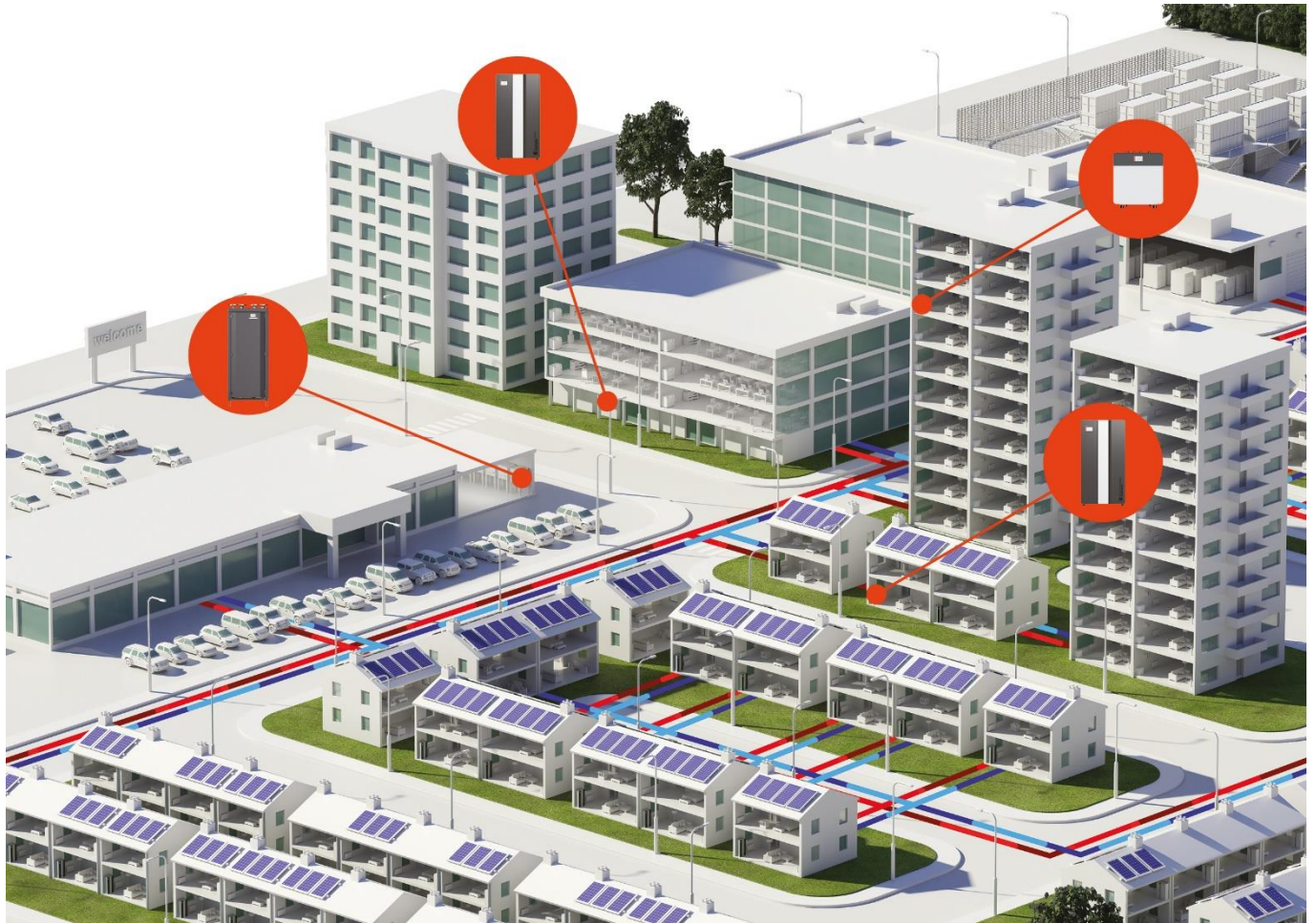


Commercial Contracts Manager

Location: Truro, Exeter, Bristol,
London, Bradford or remote



General Summary

The Kensa Group represents award-winning British engineering at its finest - the UK's leading manufacturer of ground source heat pumps (Kensa Heat Pumps) and the UK's pioneer of their mass-scale installation (Kensa Contracting).

The Kensa Group is transforming how Britons heat their homes, delivering a 21st-century alternative to the gas grid. With over two decades of proven expertise in low carbon technology, we want to connect people in homes and businesses across the UK to cleaner, greener, and cheaper heat. Together, we will meet the UK's ambition to install 600,000 heat pumps every year by 2028 and be net zero by 2050.

The Kensa Group is the leading manufacturer and installer of ground source heat pumps and is poised for rapid growth. Octopus Energy and Legal and General invested £70m in 2023 to enable the business to rapidly grow and install 50,000 heat pumps a year by 2030. This will drive down the costs of heat pumps and reduce reliance on polluting gas boilers.

This investment will make heat pumps even more accessible to more properties, including retrofits for social housing, terraced housing, and non-domestic buildings. It will also enable Kensa to offer house builders, housing associations, and non-domestic customers their 'Networked Heat Pumps' solutions at a lower cost. This effectively creates a new renewable asset class, kick-starting a sector that could exceed £1bn by 2030.

Role Overview

To effectively, plan, manage and control projects and partnerships at a strategic level with various clients in the region, always ensuring the best interest of the company. Ensuring full compliance to the company policies and procedures regarding; Health and Safety, programme, budgeted expense, quality, contract documentation, covering all activities from pre-commencement to completion with a dedicated team under your direction. The role will be key to contributing to the overall management and development of Operations within the senior structure. Client and framework management at all levels will be key along with building successful relationships, this will be pivotal in the role, managing client expectation, achieving success measures, and driving improvement through your team's work.

- Minimise commercial risk and maximise commercial return for Kensa's contracting operations projects.
- Ensure Kensa wins good business through creation and negotiation of favourable contract terms including margin and profit.
- Optimise cost and quality of delivery through contract management with the main client and any sub-contractors including change control.
- Manage ongoing profitability and cash flow of projects and programmes throughout delivery including managing disputes, variations and valuation activities.
- Key KPIs include revenue, delivered, [variations / pay less, creditor and debtor days, late invoicing].

Key Responsibilities

As we continue to grow our sector, we will expect the individual to help develop the Operations team and manage resources accordingly on a project, group of projects and portfolio basis. Input to business strategy and develop plans for resource and structure of department in line with expected growth, including recruiting and training the best talent available. You will have an extensive background in construction based works and management of JCT & NEC3/4 contracts.

1. Continuous Improvement:

- Stay current on industry trends, legal developments, and best practices in contract management.
- Full development and implementation of departmental work flows, roles and responsibilities, and team structure.
- Recommend process improvements to enhance efficiency and effectiveness in contract management and processes. This will be to analyse the current state, plan a full best practice standardised approach, and implement in line with the business growth strategy

2. Contract Negotiation:

- Negotiate terms and conditions of contracts with clients, vendors, and partners to ensure favourable outcomes for the company.
- Collaborate with legal counsel to develop and refine contract language.
- Extensive knowledge and experience in JCT and NEC3/4 contracts.

3. Contract Drafting and Review:

- Draft, review and edit contracts to ensure clarity and compliance with company policies, applicable laws and contractual obligations, throughout the contract lifecycle.
- Ensure all contracts reflect the company's interests and implement mitigation strategies to protect against all potential risks, including financial and reputational.
- Maintain a centralised repository of all contracts, ensuring proper documentation and version control.

4. Financial Oversight and Control

- Monitor and manage the financial aspects of contracts, including payment schedules, invoicing and budget adherence
- Collaborate with the finance department to ensure accurate financial reporting and forecasting related to contract performance
- Conduct cost analysis and assess the financial viability of contracts, identifying any financial risks or opportunities for cost savings

5. Budget Management

- Assist in development and management of budgets related to contract execution and compliance
- Review contract budgets to ensure alignment with company financial goals and objectives

6. Collaboration and Communication:

- Work closely with internal stakeholders, including project managers, procurement, finance, and legal teams, to ensure alignment on contract terms and deliverables.
- Serve as the primary point of contact for contract-related enquiries and issues.

7. Training and Support:

- Provide training and support to internal teams on contract management processes and best practices.
- Assist in developing contract templates and guidelines to standardize contract processes.

8. Reporting and Analysis:

- Prepare and present regular reports on contract performance, compliance, and risk assessment to senior management.
- Analyze contract data to identify trends and areas for improvement.

Skills and experience

We are looking for an experienced Commercial Contracts Manager to join our Operational team. The Commercial Contracts Manager will be responsible for overseeing all aspects of contract management, including negotiation, drafting, execution, and compliance. This role requires a detail-oriented individual with strong analytical skills and the ability to manage multiple projects simultaneously. The Commercial Contracts Manager will work closely with various departments, including legal, procurement, and project management, to ensure that all contracts align with the company's strategic goals and regulatory requirements.

- A minimum of 5 years' experience of managing technical and design elements of complex M&E solutions, ideally including large scale GSHP projects.
- Extensive background in Construction Works
- Knowledge and experience of JCT, NEC3/4 and other contract types
- Must have essential commercial experience and relevant background within a similar environment, will play key role in developing systems and reporting mechanisms robust enough for business growth. Ensure consistent approach to all commercial activities within area of focus.
- Strong negotiation, analytical, and problem-solving skills.
- Excellent written and verbal communication skills and able to develop and write concise reports to board.
- Proficiency in contract management software and Microsoft Office Suite.
- Knowledge of relevant laws and regulations related to contracts activities.
- Action Planning, and Prioritization Skills.
- Ability to Work in a Team with Excellent communication skills and exceptional Coaching Skills, Strong Decision Making.
- Knowledge in Safety, Quality, and Cost Objectives.

How will Kensa support you?

- We encourage and support with development, including internal and external courses, learning, study, and software, all bespoke to you.
- Wellbeing: free 24/7 access to an independent and confidential Employee Assistance Programme for you and your immediate family.
- We love to host regular Kensa parties for staff and their families.

What Kensa has to offer

Competitive salary £65,000 - £70,000

Dependent on qualifications and experience

Holiday

25 days holiday increasing to 30 days holiday (plus bank holidays) for 5+ years service.

Health

Private Health Insurance is available after one year of service.

Flexible working environment

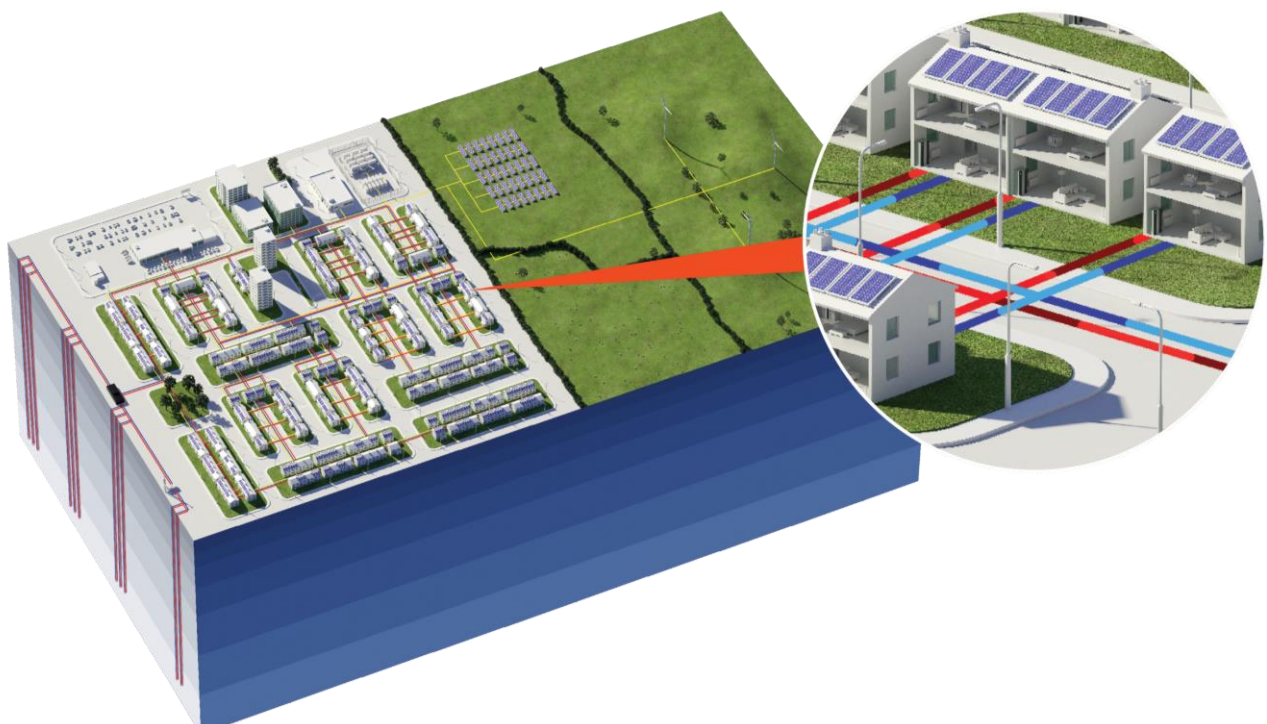
We understand the benefits of flexible working conditions to meet the demands of your role, so we can accommodate a blend of working from home and office based.

Pension

Automatic enrolment into Kensa's company pension scheme.

Cycle to Work Scheme

Help lower your carbon footprint whilst boosting endorphins and your health.



This job description and benefits may be subject to change, in consultation with the postholder, in response to new circumstances.

Kensa are an equal opportunities employer and are committed to providing a working environment that is free from all forms of discrimination and where all employees are treated with dignity and respect.

Please see our Equal Opportunity, Dignity and Diversity Policy for further information.