

## Role Profile

Rendel Limited, an Ingérop company, is a London based multidisciplinary international design and engineering consultancy firm. We provide customer-focused engineering and technical solutions to clients on major engineering construction projects worldwide.

We are involved in schemes through their full life-cycle including development; planning; detailed design; independent design checking; value engineering; technical advisory; and construction supervision services. Rendel's origins date back to 1838, making us one of the oldest civil engineering consultancy companies in the UK.

We are proud of our track record of success in global construction markets, providing technical solutions for many complex infrastructure projects, notably bridges, geotechnical, highways, ports and maritime, rail systems and tunnels (including immersed tube tunnels). Current major projects include HS2, Padma Bridge and Al Zour Refinery.

<b>JOB TITLE &amp; GRADE</b>	Senior Commercial Manager, P6
<b>LOCATION</b>	London
<b>TRAVEL</b>	A willingness to travel is essential
<b>JOB DESCRIPTION</b>	
<b>DUTIES AND RESPONSIBILITIES</b>	
<p>Responsible to the Operational Board for specialist advice in relation to contract and commercial management and related matters within the company. Duties and responsibilities will include:</p> <ul style="list-style-type: none"> <li>▪ Specific responsibilities when working on HS2 will include:-           <ul style="list-style-type: none"> <li>– Working with Project Managers and Design Director in the Align-D JV for Lot C1</li> <li>– Overseeing the commercial aspects of Lot C1</li> <li>– Identifying and managing the Early Warning Notification Process</li> <li>– Updating the EWN Schedules and providing costing info where appropriate</li> <li>– Managing CEMAR Commercial Software on behalf of Align-D</li> <li>– Prepare and submit notification of Compensation Events</li> <li>– Procuring detailed information from Package Manager's to support Compensation Events</li> <li>– Independent review of Interim Application "Actuals" and Package Manager's monthly "Forecasts"</li> <li>– Preparing Monthly Cashflows for issue to Align, from data compiled by Align-D</li> <li>– Collate and compile Monthly Align-D KPI report and back-up data, for Align to submit to HS2.</li> <li>– Subconsultant Stage One P0 &amp; P1-5 Contract Agreements drafted based on Align-D contract</li> <li>– Subconsultant Stage Two P0 &amp; P1-5 Contract Agreements drafted based on Align-D contract</li> </ul> </li> <li>▪ Taking ownership and responsibility of Contractual and Commercial matters, including           <ul style="list-style-type: none"> <li>– Contracts administration and case building</li> <li>– Contracts drafting and document preparation</li> <li>– Contractual and commercial reviews, audits and due diligence</li> <li>– Sub-contract management and administration</li> </ul> </li> <li>▪ Supporting the leadership in bidding for and delivery of assignments</li> <li>▪ Establishing and implementing commercial management strategy</li> <li>▪ Cost control, analysis, reporting and forecasting</li> <li>▪ Variation and change management, including preparation of contractual notices</li> <li>▪ Final accounting and negotiation</li> <li>▪ Defining and setting project procurement strategy and policy</li> <li>▪ Experience in cost/value analysis and quantum calculations</li> <li>▪ Providing clients and assignment managers with strategic, tactical contractual and commercial advice, risk and opportunity analysis and management</li> <li>▪ Providing dispute resolution and claims management services, including Alternative Dispute Resolution</li> <li>▪ Support, manage and develop client relationships</li> <li>▪ Adopt procedures for standardisation of deliverables, and peer review to ensure consistency and excellence</li> <li>▪ Implement and adhere to Company procedures in the management, delivery and administration of services</li> <li>▪ Maintain strong collaborative relationships with all disciplines within the Company</li> </ul>	

- Represent the Company at industry and group Company events as requested
- Contribute to organisational change and define and assist in communicating change within the business
- Understand the company values and business plan and your contribution to both
- Observe and maintain Company Health and Safety Policy across all activities
- Support staff training, CPD and implementation of 'Best Practice' and procedures
- Undertake other reasonable duties as directed

## PERSON SPECIFICATION

### KEY EXPERIENCE AND QUALIFICATIONS

- Professionally qualified and chartered in a relevant discipline, ideally with additional qualifications in Law, Arbitration, Mediation, etc.
- Experience in large scale (c.£50m+), high profile infrastructure projects, for a range of Clients in various construction market sectors with a thorough understanding of the construction process and parties involved
- Understanding of partnering, frameworks and bespoke procurement methods
- Proven capability and record of delivering contractual and commercial support on large and complex projects
- Substantial knowledge of relevant national and international industry standards, contracts, methodologies and procedures
- Strong experience of FIDIC Contracts and working on projects funded by institutions such as WB, EBRD, ADB or JICA
- Considerable practical experience of major projects and assessments including exposure to solving a range of operational problems, including budget management
- Experience in evaluation and evidencing financial quantum, delay and disruption costs, damages, losses and expenses
- Working knowledge of legal principles and practice of forensic delay and disruption analysis as a means of evidencing cause and effect
- Experience of working and operating at a senior level and communicating and presenting to Board Level
- Proven ability to build, maintain and develop relationships with clients

### COMPETENCIES

- **Technical:** Technical expertise in chosen field. Able to proactively encourage team to keep relevant on technical developments and the broader industry and enhance own professional persona in the industry
- **Communication:** Strong interpersonal skills; ability to communicate, influence, persuade and negotiate effectively at all levels. Astutely judge's audience to communicate technically complex matters to all stakeholders in a powerful and engaging way
- **Critical Thinking:** Ability to think and act operationally and strategically. Understands the bigger picture, risks and commerciality of a situation and seeks to leverage opportunities for both projects and the wider Company.
- **Team:** Able to lead, motivate, enthuse and drive individuals and teams. Able to leverage the wider team and encourages a culture of cross skill/function collaboration
- **Leadership:** Powerful internal and external ambassador for the Company who can act as a role model, coach, motivator and standard setter. Challenges the status quo and fosters an open and inclusive culture
- **Project Management:** Driven to deliver success with a proven ability to plan long term and manage large/complex budgets, projects and programmes of work to agreed targets. Able to consistently communicate a clear direction, while constructively driving out inefficiencies and non-value adding activities
- **Business Acumen:** Able to contribute to various levels of the business strategy and communicate it to their teams. Actively manages relationships with external stakeholders to maximise value to the company by maintaining a holistic view and approach

### PERSONAL STYLE AND BEHAVIOUR

- Self-motivated and committed, with a high degree of integrity
- A team player who seeks to positively contribute to the working group with a collaborative attitude
- Convincing in terms of a capacity to translate objectives into effective practical steps
- Able to perform effectively within changing environments; demonstrates willingness and flexibility of availability to meet business needs
- Demonstrates a strong need to achieve, setting high standards for self and others. Committed to the value of own role, takes initiative and focuses on improving business performance