



## Who we are

Xoserve is the Central Data Service Provider, that sits at the heart of Britain's complex gas market as a specialised contract management and assurance company. Xoserve maintains accountability for the delivery of the Data Services Contract for the industry, which is delivered by a key outsourced service provider.

We need people who are comfortable, and excited, about operating in the middle of a two-sided business model. We embrace modern technology and want people who are adept at weighing up the needs of our customers, on either side, taking pride in connecting them via seamless automated and digital processes.

## The Role

Reporting to the Head of Contract Management and Procurement the Contract Manager is responsible for overseeing effective day-to-day contract management and delivery of bought-in goods and services to agreed terms. This includes proactively monitoring end-to-end supplier performance to ensure it meets agreed levels and driving service improvement activities, where required.

The Contract Manager will also maintain all contract and procurement processes and repositories and monitor suppliers' performance through regular interface meetings.

The Contract Manager shall apply best practice principles and drive value engineering initiatives to secure optimum service provider performance delivery.

## Role Accountabilities

- Deliver day to day contract management support in line with agreed terms.
- Represent Xoserve at Industry forums.
- Implement Supplier Performance measures and controls as necessary
- Support and on occasion lead commercial negotiations that mitigate contract and financial risks.
- Apply value engineering protocol that ensures Xoserve achieves value for money from 3<sup>rd</sup> party suppliers.
- Ensure that risk allocation is appropriate for the requirement and that any transfer of risk and its potential consequences are clearly understood and mitigated.
- Support the Procurement lead on all Commercial decisions
- Oversee the portfolio of procurement events (including all aspects of purchasing, negotiations, strategy, tool and process implementation). Working alongside the Procurement lead.
- Support contract negotiations that result in favourable commercial and contractual terms and conditions for Xoserve, as part of the Contract Management and Procurement team.
- Co-ordinate contract tendering procedures ensuring compliance with applicable company policies (including, tender and contract documentation, tender process, contract award and contract administration) providing direction as required.
- Contribute to the core Contract Management & Procurement functionality, creating and applying best practice methodology.

## Specialist/Technical Expertise

- Developed understanding of contractual terms and conditions and contract management processes.
- Strong analytical skills, with the ability to assess situations quickly, based on fact, and make informed decisions and/or recommendations.
- Self-starter, able to work independently and take the initiative and accountability to deliver the requirements of the role.
- Innovative thinker / problem solver who shows good attention to detail.



- Experience of supplier negotiations using sound sourcing principles and a fact-based approach.

*Xoserve is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, ancestry, place of origin, creed, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability. We promise that your opportunity for employment with us depends solely on your qualifications.*

***We offer a competitive starting salary of up to £55,000 - plus benefits, depending on experience.***

If you are interested and consider you have the right skills and experience we are looking for, please email your CV, together with a covering letter explaining why you believe you are the right candidate to [people@xoserve.com](mailto:people@xoserve.com).

The closing date for applications is Monday 19<sup>th</sup> September 2022.