


Job Title:	Contracts Manager	
Purpose:	To manage a range of contracts, including the Metrocar Maintenance Agreement and Train Services Agreement. Provide advice and support across Nexus to ensure effective management of contracts.	

Remuneration: Band 5

1. Principle areas of responsibility

- 1.1 Oversee the Maintainer's and Nexus' compliance with all their obligations under the Metrocar Maintenance Agreement (MMA), Train Services Agreement (TSA) and other related contracts such as the Depot Lease.
- 1.2 Oversee the management of other Nexus contracts including but not limited to the cleaning contract, utility contracts, Track Access Agreement and Station Access Agreement.
- 1.3 Ensure robust, risk-based, arrangements are in place to effectively manage all contracts within the post's remit.
- 1.4 Provide advice and support across Nexus in order to promote effective management of contracts.

2. Dimensions

2.1 Communications

- 2.1.1 Liaise with contractors and Nexus' internal departments concerning delivery of contract obligations and other operational matters under the contracts, to ensure all contract obligations are met and day-to-day matters progressed satisfactorily.
- 2.1.2 Build and maintain effective business relationships with contractors.
- 2.1.3 Provide advice, briefing notes, guidance and instructions to Nexus' internal departments on the contracts as required.
- 2.1.4 Communicate, through written and verbal means, sensitive recommendations and performance data relating to the contracts.
- 2.1.5 Communicate to Nexus' internal departments in order to provide both general advice on contract management and specific advice on particular situations.
- 2.1.6 Prepare reports, briefing notes and other information as required for Nexus' Senior Leadership Team and other parts of the organisation.

2.2 Decision Making & Problem Solving

- 2.2.1 Assist the Head of Contracts & Commercial in recommending remedial action to be taken for non-delivery of obligations. Oversee delivery of any plans or agreements developed as a result.
- 2.2.2 Manage day-to-day operational matters under the contracts, including management of all correspondence with the Maintainer and any disputes.
- 2.2.3 Identify innovative solutions to resolve problems and make improvements to the services provided under contracts.
- 2.2.4 Working within delegated powers of approval, provide business justification and seek approval for any variations or waivers proposed by Nexus or contractors.

2.3 Initiative & Independence

- 2.3.1 Work unsupervised and use initiative in delivering tasks.
- 2.3.2 Proactively develop the contract management arrangements in place to improve efficiency and effectiveness of contract management.
- 2.3.4 Proactively identify areas of contracts to review in order to improve efficiency and effectiveness of service delivery and contract management, progressing reviews to a conclusion.

2.4 Resources

- 2.4.1 Assume overall responsibility for the operation of performance regimes under contracts, including ensuring that deductions made are fully in accordance with the relevant contract.
- 2.4.2 Manage additional payments to contractors under contracts, seeking approval where required. Develop and seek approval for business cases which will reduce the requirement for such additional payments on an 'invest to save' basis.
- 2.4.3 Ensure the Maintainer is delivering maintenance obligations as required under the MMA, TSA and Depot Lease.
- 2.4.4 Assume responsibility for budgets for all contracts within the role's remit.

2.5 People

- 2.5.1 Responsible for management of the Contracts team
- 2.5.2 Deputise for the Head of Contracts & Commercial as required.

2.6 Health & Safety

- 2.6.1 Liaise with the Health & Safety Department, to ensure the Maintainer's maintenance plans and other arrangements ensure Nexus is able to fulfil its

obligations under legislation and consents through its Safety Management System.

3. Statutory Duties

3.1 Responsible for carrying out duties and ensuring procedures are in place to meet legislative and company standards requirements for Nexus Rail and inline with industry best practice.

4. The Holder of this post must have access to required safety publications and personal equipment/PPE.

	Name	Signed	Date
Line Manager			
Job Holder			