

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.**



Person Specification

Date:

ESSENTIAL CRITERIA

EDUCATION	
Degree-level qualification	Application Form/ Certificate
SPECIFIC KNOWLEDGE	
Knowledge of establishing and maintaining effective contract management mechanisms	Application Form/Interview
Knowledge of software packages (Word, Excel)	Application Form/ Interview
SKILLS & COMPETENCIES	
Attention to detail	Application Form/Interview
Ability to provide direction and impetus to business relationships	Application Form/ Interview
Analytical skills, to interpret information to advise decision making	Application Form/ Interview
Ability to meet tight deadlines on a regular, ongoing basis	Application Form/ Interview
Ability to work under pressure	Application Form/ Interview
Ability to use own initiative	Application Form/ Interview

EXPERIENCE	
Recent experience of contract management	Application Form/Interview
Experience of report writing	Application From/ Interview
Experience of operating in a performance-driven environment	Application From/ Interview
DESIRABLE	
Strong commercial background	Application Form/ Interview
An understanding of the Metro system	Application Form/ Interview
Knowledge of the rail industry	Application Form/ Interview