



Head of Contract and Commercial

Overview

Xoserve is the Central Data Services Provider for the gas industry, accountable for delivering services to customers across the gas industry. Following a recent restructure, Xoserve has reshaped itself into a contract management and assurance function, delivering the majority of these services via third party suppliers, including a main sub-contractor which was formed and divested from Xoserve earlier this year.

As Head of Contract and Commercial, you will play a vital role in Xoserve's success. Working with colleagues across the business, you will be responsible for cultivating strong and collaborative commercial relationships with our suppliers (including the main sub-contractor), underpinned by contracted arrangements. A trusted advisor to colleagues across the business on contract and commercial matters, you will ensure that Xoserve's contract and commercial capabilities are right-sized to meet the demands of the business, lead industry procurements and, where appropriate, engaging with customers and industry bodies.

The successful candidate will be a contract and commercial practitioner with broad experience of business-driven contract and commercial arrangements in the services sector. A self-starter, you will provide thought leadership and hands on practical input to a complex array of commercial and contracting activities. A savvy communicator, you will be able to explain complex concepts as a clear and succinct story, draft and interpret contracts in the context of the business and build and maintain collaborative relationships with colleagues, customers, suppliers and industry representatives. You will use your natural curiosity to see things from a border perspective, to help you identify creative contracting or commercial solutions, in a way which delivers business value while enhancing the relationship.

Reporting into the CEO, you will be part of Xoserve's Senior Leadership Team, expected to operate at strategic/ leadership level while also being able to work "hands on" in the detail. You will have the energy and drive to deliver outcomes as part of a small team, balanced with pragmatism to adapt to the shifting priorities which are characteristic of a small, customer-focussed organisation. You will also contribute to the shaping and execution of Xoserve's future, as it responds to the ongoing consultation into energy code reform.

Responsibilities include:

- Understand Xoserve's contracting landscape, on both buy-side and sell-side, and shape its evolution over time
- Ensure contracts meet business requirements, identifying and recommending potential improvements and negotiating changes to meet business and financial requirements.
- Manage the contractual and commercial relationships with our main subcontractor and other third-party suppliers, to ensure delivery of contracted commitments to budget.
- Provide advice and input to our contracting and commercial arrangements with customers.



- Provide advice across the business on contract and commercial matters generally, acting as an initial point of escalation for contract challenges and liaising with legal, finance and the business to understand the implications for Xoserve.
- Manage change control processes for key contracts, working with business functions to ensure that the contract changes negotiated deliver the outcomes required by the business.
- Create and socialise contract summaries, designed to help the business understand the requirements of contracts as they apply in the context of the audience.
- Implement good supplier management practices, including supplier due diligence, supplier onboarding and contract compliance tracking.
- Identify contractual risk and mitigations, working with the Risk and Audit function to ensure these are managed appropriately.
- Build and maintain a contract library for both buy-side and sell-side contracts.
- Lead (and be the face of) the procurement of key services on behalf of the gas industry. Identify resourcing needs, provide thought leadership, direction and guidance to our main subcontractor (who will provide procurement support in many cases) and make recommendations to industry bodies at key decision points.
- Contribute to the leadership and management of Xoserve as a member of the Senior Leadership Team.

The successful candidate will have:

Essential:

- Several years' experience in contract and commercial management, successfully managing relationships across the supply chain, ideally on both buy-side and sell-side.
- Demonstrable success in solving commercial problems and negotiating outcomes in the interests of both parties.
- Demonstrable track record of working with stakeholders across the business (including Legal and Finance) and external advisors.
- Experience designing/ negotiating service levels/ KPIs, service credits and other contractual mechanisms.
- Familiarity with business cases, financial considerations and commercial mechanisms.
- Ability to move seamlessly from principle level to detail and back again.
- A flair for building collaborative relationships with stakeholders, both internally and externally.
- Track record of successful procurements, with OJEU experience of particular interest.
- Proactive mindset, with the ability to drive progress and draw conclusions from information from start to finish with minimal supervision.
- Excellent communication and presentation skills, with the ability to bring contract and commercial arrangements to life both verbally and in writing
- Strong analytical skills, with the ability to assess situations quickly, based on fact, and make informed decisions

Desirable:

- Track record of negotiating and managing flow-down subcontracts, which deliver services to your customers.
- Experience reviewing/ approving business cases and other escalated matters.
- Experience working closely with the Finance and Legal function would be an advantage.



- Familiarity with Contract Management / obligations tracking systems, preferably having implemented or used such a system to assess contract compliance.
- Experience of property leases, licence agreements and/ or the novation of third-party contracts would be an advantage.
- Contract management and or procurements qualifications would be advantage but not essential.
- Candidates with knowledge of the energy sector, experience working with regulators and/or experience of UK public sector procurements under the new, post-Brexit, rules would be of particular interest.

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 salary of up to £80,000 per annum, plus benefits, depending on experience.

If you are interested and consider you have the right skills and experience we are looking for, please either apply via LinkedIn or alternatively, email your CV and a covering letter explaining why you believe you are the right candidate to: people@xoserve.com

Closing date for applications is Friday 27th August 2021.