



## Contracts Supervisor



<b>POSITION TITLE:</b>	<b>Contracts Supervisor</b>
<b>BASED:</b>	Nelson Region (with some requirement to travel to out of town ports)
<b>REPORTS TO:</b>	Fleet Engineering Manager
<b>DIRECT REPORTS:</b>	None
<b>OVERALL PURPOSE:</b>	To provide commercial support to the engineering department.
<b>RELATIONSHIPS:</b>	General Manager Fleet Engineering Manager Vessel Managers Engineers (sea & land based) Contractors and Sub-Contractors Health & Safety Advisor Compliance Manager Administration Team

<b>KEY ACCOUNTABILITIES</b>	
<b>Vessel Repairs &amp; Maintenance</b>	<ul style="list-style-type: none"> <li>• Liaise with the engineers on the work list to be undertaken for each vessel/s and the scope of the different jobs to be undertaken.</li> <li>• Take the agreed worklist and liaise with the preferred contractors to get quotes for the work to be undertaken.</li> <li>• Negotiate with contractors on prices, hourly rates and timing of work to ensure achieving the best commercial terms.</li> <li>• Select the preferred contractors for the work based on commercial terms and competency to undertake the work.</li> <li>• Prepare overall project costs for the work to be undertaken and the recommended contractors for approval by the Fleet Engineering Manager.</li> <li>• Once approved, engage the preferred contractors to undertake work and complete the required documentation and contracts.</li> <li>• Manage overall costs of the work undertaken against approved budget</li> </ul>

KEY ACCOUNTABILITIES	
<b>Contractors</b>	<ul style="list-style-type: none"> <li>• Build relationships with contractors to ensure Talley's is provided with their best people, competitive pricing and priority.</li> <li>• Continually assess contractors to ensuring that their pricing, quality of work, safety ethic and completion times meet what is required.</li> <li>• Identify new contractors to undertake the type of work required and ensure that there is competition for the Talley's work.</li> <li>• Assess and gain evidence for 'extras' to be charged by contractors. Liaise and manage contractors where 'extras' are not approved.</li> <li>• Manage payments from contractors against the quote and terms agreed.</li> <li>• Manage any disputes with contractors regarding payments, contract terms, quality of work.</li> </ul>
<b>Procurement</b>	<ul style="list-style-type: none"> <li>• Undertake a review of current suppliers and identify opportunities to gain better pricing and/or terms.</li> <li>• Research and recommend new suppliers who offer better commercial arrangements.</li> <li>• Negotiate pricing of parts to ensure receiving the best commercial pricing and terms.</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Ensure that the required paperwork, audits, procedures are followed and delivered in an accurate and timely manner to meet all Talley's compliance requirements.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Take a role in ensuring that the contractors engaged adhere to the Talley's Health &amp; Safety Management System.</li> <li>• Ensure when identifying preferred suppliers that their health &amp; safety previous record is considered.</li> <li>• Ensure accurate and timely reporting of accidents/incidents and near misses.</li> <li>• Take action where unsafe behaviours are observed.</li> </ul>
<b>Projects</b>	<ul style="list-style-type: none"> <li>• Undertake and manage projects and tasks as required. Completing projects with a sense of urgency and meeting the required timelines and output expected.</li> </ul>

KNOWLEDGE, SKILLS AND PERSONAL QUALITIES	
<b>Experience, Behaviours, Skills</b>	<ul style="list-style-type: none"> <li>• Strong commercial or business background</li> <li>• Hands-on with an ability to take a pragmatic approach</li> <li>• Ability to build strong working relationships</li> <li>• Negotiating skills</li> <li>• Ability to ask the right questions and strive for continuous improvement</li> </ul>

	<ul style="list-style-type: none"><li>• Experience in managing contractors/key suppliers</li><li>• Experience in financial and budget management</li><li>• Preferably an engineering background or an understanding</li><li>• Project management skills</li></ul>
<b>Additional:</b>	Communication and engaging with vessels concerning maintenance, repair and operations may take place over weekends and outside of normal hours.