

<b>Job Title</b>	Contract Manager
<b>Reports To</b>	Senior Business Development Manager
<b>Job Location</b>	Home-based with frequent travel to the AgilityEco offices in Sutton and Aylesbury, and elsewhere across Britain
<b>Remuneration</b>	£40,000- £50,000 depending on experience
<b>Hours</b>	37.5 hours per week. 23 days annual leave
<b>Purpose Statement</b>	<p>AgilityEco is a fast-growing business that has established a leading position in the financing and delivery of energy efficiency and retrofit programmes. Our clients include many of the major energy supply companies, local authorities, housing associations and industry partners such as installers of low carbon heating, insulation and renewable energy technologies.</p> <p>An important aspect of our business is managing large scale energy efficiency projects, such as:</p> <ul style="list-style-type: none"> <li>• <b>Energy Company Obligation (ECO):</b> national delivery of retrofit energy efficiency measures in partnership with an extensive number of obligated energy suppliers, installers and other agencies.</li> <li>• <b>WHF (Warm Homes Fund):</b> AgilityEco is managing three WHF projects providing first-time central heating systems to around 2,000 households over the next two years.</li> <li>• <b>LAD (Local Authority Delivery) and HUG (Home Upgrade Grant):</b> Working with around 20 Local authorities AgilityEco is supporting households with the installation of a range of retrofit energy efficiency, low carbon heating and renewable energy generation measures.</li> </ul> <p>In order to further develop our supply chain for the delivery of these programmes, the role of a Contracts Manager has arisen. It will involve a varied and challenging workload, supporting the Senior Business Development Manager to manage supply chain accounts and business development efforts. You will join a successful, high performing team and gain invaluable insight about the low carbon and energy efficiency sectors.</p> <p>The role would suit an individual with previous account, delivery management or business development experience within the energy or construction sectors. You will need to demonstrate relevant contract and partner management skills. The ideal candidate is expected to assist with business development opportunities, and also work as part of a team on wider opportunities across the whole company.</p>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• <b>Account management:</b> assist in managing our network of 60+ contractors and funding partners, which will include regular on site meetings.</li> <li>• <b>Partner engagement:</b> participating and leading regular meetings with our partners and providing relevant feedback to senior management.</li> <li>• <b>Contract delivery management:</b> planning, training, tracking progress against deliverables, monitoring KPIs and reporting to senior management.</li> </ul>

	<ul style="list-style-type: none"> <li>● <b>Partner Analysis:</b> collate information on each supply chain partner and share insights with the team to help drive future delivery/contracting strategy.</li> <li>● <b>Business Development:</b> Support Commercial team in developing and identifying new opportunities.</li> <li>● <b>Regulations and policy interpretation:</b> keep abreast of all relevant Government and Regulator guidance, policy proposals and legislation</li> <li>● <b>Stakeholder management:</b> work with wider business development team to support stakeholder engagement, which may include local authorities, housing providers, regulatory bodies and charities.</li> <li>● <b>Other:</b> any other reasonable duties commensurate with the post, which may be allocated from time to time.</li> <li>● <b>Health &amp; Safety:</b> all employees are responsible for their own health and safety and must adhere to the company's HSE guidelines.</li> </ul>
<b>Dimensions of Role</b>	The job holder will report directly to the Senior Business Development Manager and work closely with other business leads.
<b>Working Relationships</b>	The role will involve a close working relationship with the AgilityEco senior leadership team, with other business and partnership development managers, and with a large number of funders and supply chain providers.
<b>Skills, Knowledge and Expertise</b>	
<b>Essential Knowledge and Qualifications</b>	<ul style="list-style-type: none"> <li>● Knowledge of government-funded retrofit and energy efficiency programmes</li> <li>● Understanding of the retrofit industry and the processes involved in the installation of insulation, heating and renewables into domestic properties</li> <li>● Strong account and partner management skills</li> <li>● Proven experience in managing internal and external stakeholders</li> <li>● Excellent reporting/presenting ability.</li> </ul>
<b>Desirable skills and experience</b>	<ul style="list-style-type: none"> <li>● Knowledge of the Energy Company Obligation (ECO), Green Homes Grant LAD, Home Upgrade Grant or Warm Homes Fund</li> <li>● Data analysis skills including advanced use of MS Excel</li> <li>● Experience of designing and delivering large scale consumer programmes.</li> </ul>
<b>Person Specification</b>	<ul style="list-style-type: none"> <li>● Ability to work without supervision, under pressure and to tight deadlines</li> <li>● Able to identify to influence and manage external stakeholders</li> <li>● Self-motivated, driven and proactive with a high level of initiative</li> <li>● Excellent verbal, written communication and interpersonal skills</li> <li>● Ability to manage and prioritise multiple tasks, highly organised</li> <li>● Critical thinking and problem solving skills</li> <li>● Ability to maintain highest level of confidentiality</li> </ul> <p><b>AgilityEco is an equal opportunities employer, we value diversity and individuality and welcome applicants from all backgrounds and communities.</b></p>