

**Role:** Commercial Contracts Performance Manager  
**Area:** Finance  
**Location:** Dublin  
**Duration:** Fixed Term  
**Salary:** Competitive  
**Ref:** 096FE21



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Irish Water is Ireland's national regulated water utility and is responsible for providing water and wastewater services throughout Ireland. Our mission is to ensure all of our customers receive a clean, safe and reliable supply of drinking water and have their wastewater collected and safely returned to the environment. We will protect the health and well-being of the people of Ireland, protect the environment in all our activities and support Ireland's social and economic growth through appropriate investment in water services.

Irish Water is part of Ervia group. Ervia is a commercial semi-state company responsible for Irish Water, Gas Networks Ireland and Aurora Telecom. Ervia directly employs over 1,600 people who deliver water, gas and dark fiber broadband services to 1.7 million customers daily.

### **The Role:**

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The Finance function within Irish Water ensures effective financial management of the organisation and provides the expertise, services and information to support the business in achieving its required business outcomes, including supporting the financial and information requirements of the Ervia Group.

The role reports to the Governance & Commercial Compliance Business Partner. The Commercial Contracts Performance Manager will act as a support for the Governance & Commercial Compliance Business Partner in managing the team's remit in Irish Water and across Ervia. The Commercial Contracts Performance Manager will help support and cultivate strong relationships, provide a deep understanding of the Business to ensure the correct processes and controls are embedded in the organisation to deliver the required Finance expertise to drive Business performance and deliver a Finance agenda that closely supports the overall aims of the organisation. The role will support the implementation of commercial contracts strategies, classification of contracts, contract performance and reporting across Irish Water.

### **Main Duties and Responsibilities:**

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- Play a key role in developing best practice contract management and performance strategies and policies to ensure commercial contract risks to Irish Water are controlled and appropriately mitigated.
- Ensure a Best in Class approach to Contract Performance Management embedding it across all areas of the business and ensure contract strategies are aligned with Irish Water's Business Plan.
- Where contract management and performance issues may be identified, establish root causes and utilising a continuous improvement mind-set, put forward and drive ideas and strategies for improvement.
- Influence behaviours and build long term relationships with key Group and IW stakeholders and Functions (including Supply Chain, Ervia Business Services, Asset Delivery, Asset Management, Asset Operations and Customer Operations).

- Work with Supply Chain to support defining contract tiering parameters for all IW contracts and ensure the correct classification of contracts.
- Design and implement an assurance programme for key contract reviews (primarily Tier 1), Key focus is the commercial and payment mechanisms of these contracts. Agree recommendations with Responsible Contract Managers and present these findings to management and relevant Committee(s).
- Support the implementation of standard reporting for Irish Water's Top contracts including proactive management of contracts, working with the relevant Responsible Contract Manager, analysing reports and making recommendations to the business.
- Manage the effective implementation of PD/02 (Procurement Policy) and PD/03 (Financial Authorisation and Contract Approvals Policy) across the business including advising and supporting all levels of Management across IW.
- Responsibility for coordinating Finance approvals required for PD/03 approvals.
- Undertake reviews of Committee Papers to recommend action (e.g. approval) to and provide support to the Head of Finance and Finance Management as part of the Expenditure Approval Committee (EAC) process.
- Attend Committees as required and provide input and guidance as appropriate.
- Work closely with relevant areas of the business.
- Support the relevant IW and Ervia Committees in addition to supporting the Governance & Commercial Compliance Business Partner and the Head of Finance as required. This will include review and approval of Requisitions to ensure in adherence with PD/03 requirements.
- Work closely with Supply Chain to meet the needs of the business in relation to Commercial Contract performance and governance.
- Perform other such duties in relation to Finance as Irish Water may reasonably require.

### **Knowledge, Skills and Experience:**

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- Relevant third level qualification e.g. Bachelor's Degree in Legal, Business Management, Commercial, Engineering, Operations or related area required.
- A minimum of 5 years' experience operating in a contract or commercial management role with exposure to a wide variety of contractual arrangements within a large complex organisation.
- Commercial mind-set with the ability to execute work across multiple teams maintaining a strong governance and commercial focus.
- Relevant experience in the water industry is desirable.
- Previous experience developing, implementing and administering Indirect, Building and Civil Engineering, IT, Services, and Supplier commercial contracts is desirable.
- Strong business acumen, business partnering and communication skills.
- High level of knowledge of relevant commercial legislation and regulations for utility businesses.
- Ability to assess and execute programs, policies and anticipate operational needs.
- Strong experience of developing and maintaining effective strategic partnerships with key stakeholders both internally to an organisation and external e.g. suppliers.
- Ability to prioritise tasks, manage and deliver high-quality work within timelines, while remaining focused on and aligned to team goals and objectives.

**Applications, including current Curriculum Vitae, should be emailed to the following address stating the job title and reference number in the subject line of your email:**

[careers@water.ie](mailto:careers@water.ie).

The closing date for receipt of applications for this vacancy is **04/08/2021**

Please note that applications submitted after this closing date will not be accepted.

**Irish Water is an equal opportunities employer.**

*We are committed to providing a diverse and inclusive place of work and have a robust strategy and framework called **ibelong** to enable this. We are an equal opportunity employer and through our recruitment process we welcome and encourage applications from interested and suitably qualified individuals regardless of gender, age, racial or ethnic origin, membership of the traveller community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability.*