



Position:	Commercial and Subcontract Manager
Contract Type:	Permanent
Employment Type:	Full time
Location:	Adelaide, South Australia
Department:	Commercial
Business Unit:	Corporate Services
Reports to:	Senior Commercial Manager
Direct Reports:	N/A

1. Job Purpose

Provide commercial and subcontract expertise to Babcock Australasia Marine, Land and Aviation business units to support contract performance, business development and company operations ensuring that the commercial interests of the company are optimised whilst ensuring contractual and subcontract obligations and associated commercial risks are managed adequately.

2. Responsibilities

- 2.1. Provide commercial, contract, subcontracts and supply-chain support to Marine, Land and Aviation business units, ensuring compliance with business operating policies, processes and procedures
 - 2.2. Preparation and review of contractual documents (for example contracts and subcontracts, non-disclosure, consultancy, teaming and labour hire agreements)
 - 2.3. Management of all commercial aspects of bids and tenders (including but not limited to review of terms and conditions, risk identification and assessment, corporate approvals, legal and insurance interface, response to invitation to tender)
 - 2.4. Support the commercial and subcontract aspects of business winning from opportunity identification, proposal development and writing through to contract negotiations and execution
 - 2.5. Ensure legal and regulatory requirements are addressed to support business winning and contract performance
 - 2.6. Provide guidance and leadership in all commercial and contract matters throughout project lifecycles to ensure commercial governance is followed
 - 2.7. Provide subject matter expertise in contract management practices, including best practice commercial/risk policies and procedures, project management, claims management, reporting and dispute resolution
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3. Qualifications

- 3.1. Minimum of 6 years relevant experience in contracts, subcontracts, supply chain or program management
- 3.2. Bachelor/Masters in Business, Commerce, Law or similar
- 3.3. Eligibility to hold an AGSVA NV1 Security Clearance
- 3.4. US International Traffic in Arms Regulations are applicable to this role and as such nationalities may be a factor in determining candidate suitability for this role



4. Skills & Competencies

4.1. Essential

- 4.1.1. A passion for written communications, creativity with attention to detail and accuracy and a desire to deliver complex high quality business outcomes
- 4.1.2. Excellent communication skills and ability to engage with a variety of stakeholders.
- 4.1.3. Capability to work in and contribute to high performing teams
- 4.1.4. Experience of working with complex commercial, Government and Defence contracts and procurement processes will be highly regarded
- 4.1.5. Ability to build and maintain strong working relationship with work colleagues, customers and suppliers
- 4.1.6. Able to manage your own workload, control conflicting priorities, succeed in high pressure environments and deliver outcomes to strict deadlines

4.2. Desirable

- 4.2.1. Ability to provide thought leadership developing innovative commercial solutions and supporting continuous improvement initiatives
- 4.2.2. Confidence to promote the commercial function and capabilities within the business

5. Mandatory Training Requirements

Training Type	Frequency
HSE Induction	On Induction
Roles and Responsibilities for Employees (Internal)	As-needs basis
Manual Handling and Ergonomics	As-needs basis
Big Learn: Anti-Bribery & Corruption Training	On Induction
Big Learn: Cyber Security Awareness Training	On Induction
Discrimination & Harassment Awareness	Annually
Security Awareness	Annually

6. Our Guiding Principles – Being Babcock

- 6.1. Build great relationships based on trust
- 6.2. Respect people and value their diversity
- 6.3. Always strive to deliver
- 6.4. Challenge ourselves and each other
- 6.5. Safeguard Customers reputations
- 6.6. Thrive on complexity
- 6.7. Trust our people to deliver
- 6.8. Never compromise on health and safety



7. Health, Safety & Environment

- 7.1. Contribute to a safe working environment by:
 - 7.1.1. Taking care to protect his or her personal health and safety at work;
 - 7.1.2. Not adversely affecting the health and safety of others in the workplace;
 - 7.1.3. Identifying hazards in the workplace, and rectifying them where possible;
 - 7.1.4. Complying with all reasonable instruction and safety, using equipment provided, reporting any incidents' or near misses which may occur; and
 - 7.1.5. Complying with all relevant HSE policies and procedures.

8. Other Requirements

- 8.1. There may be a requirement to carry out reasonable additional duties to meet the needs of the organisation;
- 8.2. Must operate in accordance with the Babcock Financial Delegations of Authority;
- 8.3. AGSVA Security Clearance N/A Baseline NV1
- 8.4. Interstate travel required Yes No
- 8.5. Access to protected US Defence Technology & Information Yes No

9. Sign Off

I acknowledge that the contents of this Position Description have been discussed and mutually agreed upon.

Document Authorised by Department Head	
Name: Click here to enter text.	
Signature:	Date: Click here to enter a date.

Employee Acknowledgment	
Name: Click here to enter text.	
Signature:	Date: Click here to enter a date.