



Commercial Lead

Location – Ellon, Aberdeenshire

Company Overview

Film-Ocean, a Stapem Group Company is a Global ROV contractor providing subsea inspection and technical support to the Oil and Gas and renewable energy industries. Our unique offering enables clients to improve the reliability and operational efficiency of their subsea operations, reducing risk and cost while improving safety and performance.

Film-Ocean is the ideal place for talented individuals to come and work, learn and develop their careers. We will support individual's continual professional development in line with their personal and career aspirations.

We provide a competitive remunerations package with a friendly and open team environment, making Film-Ocean a great place to work. We are always interested in hearing from driven and enthusiastic people who want to be part of a fast-growing specialist subsea Company.

Role Summary

The Commercial Lead will provide contractual, commercial and legal (including compliance) support. The primary aim is to ensure that the company balances risk and commercial considerations, from receipt of tender enquiry through to contract award, project start up and project close-out, along with direct input into the strategic business plan.

Key duties and responsibilities will include, but are not limited to:

- Act as the focal point to ensure a thorough tender review process is undertaken, in collaboration with other business functions, confirm decision to proceed or decline to tender
- Responsible for managing all commercial and contractual aspects of tenders, budget proposals, including associated subcontractor and supplier proposals (where applicable) in accordance with Film-Ocean procedures
- Prepare detailed and accurate cost estimates, including contingency and risk provisions in conjunction with the relevant Project Manager
- Act as the focal point for the review, preparation and negotiation of all contracts entered by Film-Ocean and in the performance of this; seek legal and/or financial guidance, where necessary
- Maintain comprehensive clarification registers for main contracts and subcontracts, where applicable
- Prepare commercial and contractual deliverables for inclusion in client tender submissions, i.e. commercial, contractual, and technical qualifications
- Compile and manage all pricing documentation along with any other associated documentation required in line with the tendering process
- Ensure client contract documentation is duly executed and distributed
- Subcontractor commercial management
- Identify where security may be required to mitigate credit, or performance risk
- From tender stage through to close-out, seek to identify and mitigate risk through contract management to a level in line with the company's risk profile
- Ensure proper handover of all relevant commercial and contractual documents between departments, for example Operations during contract award

- Ensure the “as-bid” budget is correctly prepared, calendarised and integrated into the project reporting tools for post contract tracking and management
- Provide post contract commercial and contractual support to the relevant Project Manager on all aspects of the main contract and subcontracts
- Manage change (variation) control process internally and externally, ensuring Film-Ocean always maintain a robust forecast and healthy project cash-flow
- Prepare and review proposals to instigate formal dispute resolution
- Review invoices in conjunction with Project Managers prior to submission to the client
- Develop and improve Film-Ocean standard contract templates with a focus on continuous improvement
- Undertake any other associated tasks as the Company may reasonably require.

QHSE Responsibilities

- Demonstrate personal commitment to Health, Safety, Environment and Quality
- Apply Film-Ocean and any Client’s Health, Safety, Environment and Quality Policies
- Promote a culture of continuous improvement, lead by example and exceed Film-Ocean’s commitment to HSEQ initiatives.

Essential requirements

- Experience in a contracts or tendering role, including LOGIC
- Sound contractual knowledge and analytical skills
- Experience of operating in international jurisdictions and associated risks
- Educated to degree level, or equivalent experience

How to Apply

Interested in this position, then please submit your CV, cover letter and salary expectations.

Please note; Film-Ocean assess all applications based on merit. Should a suitable candidate be identified, Film-Ocean reserves the right to close the recruitment process prior to the advertised closing date. Only those candidates considered to be suitable will be invited to interview.

Should you have any queries regarding the role, or have any questions relating to your application, then please contact HR on careers@film-ocean.com

Closing date

Friday 22nd October 2021