



Role: Contracts Co-Ordinator

Area: Shared Service Centre

Sub-Area: Procurement

Location: Cork

Duration: Specific Purpose

Salary: Competitive

Ref: 023S18

Ervia is a commercial semi-state company which provides strategic national gas and water infrastructure and services in Ireland. Through our regulated business, Gas Networks Ireland, we build and operate one of the most modern and safe gas networks in the world. In 2014, we took responsibility for the operation and maintenance of Ireland's water and wastewater assets through our other regulated business Irish Water. Ervia directly employs over 1,600 people who deliver services to 1.6 million customers daily. We are guardians of the national assets and experts in our field. Our infrastructure supports economic and social development, protects the environment and enhances the health and quality of life of the Irish people.

Background:

The Procurement function within the Ervia Shared Service Centre is responsible for the procurement of direct categories such as IT and Facilities, procurement operations and contracts compliance. Procurement will provide these services to all of Ervia organisations including: Gas Networks Ireland and Irish Water, ensuring a consistent and efficient procurement approach is utilised.

The Role:

Reporting to the Contracts Administration Lead, the Contracts Co-Ordinator is responsible for Co-Ordinating the contracts management process for Shared Services Procurement and for completing Oracle Compliance activities.

Duties and Responsibilities:

- Complete the contract management process, post-award contractual interpretation.
- Fulfill the ongoing management of contracts through their lifecycle registering on Oracle and ROS as appropriate.
- Responsible for the creation of employee cards for all users of Oracle across the organization coupled with creating and maintaining PD03 compliant approval hierarchy in Oracle purchasing modules.
- Provide the Compliance Manager with accurate information regarding the monitoring and reporting of contracts performance ensuring best in class contract monitoring and continuous adherence to performance standards for Ervia.
- Provide the Compliance Manager with accurate information regarding Oracle PD03 Hierarchy to facilitate quarterly audits.
- Maintain and update contracts as a result of amendments or extensions of contracts
- Work with the relevant procurement and business teams in the preparation of contract documentation
- Monitor and report on contracts expenditure ensuring best in class contract monitoring and continuous adherence to performance standards for Ervia
- Responsible for escalating near-term and overdue contracts as they occur and pro-actively ensure that the contract renewals are initiated in a timely manner

- Conduct business sign off on UAT testing on PCM and Oracle systems
- Take responsibility for PCM content, identify issues and resolve with relevant stakeholders. Lead PCM query resolution and support the IT management of PCM system along with the support of IT Middleware team only escalating to the Team Lead if no identifiable resolution.
- Maintain and update Supplier Categories and Iprocurement Catalogue Administration; create and maintain expense codes, update buyers on codes
- Maintain and update CMS (Contract Management Systems) for Group and Shared Services.
- Point of contact in respect of CMS queries and resolution of issues.
- Ensure adherence to relevant policies and procedures from a Compliance viewpoint.
- Raise potential risks and issues in relation to contracts administration as required
- Liaising with AP Department to facilitate invoice resolution
- Maintain & update SharePoint site for SSP Department
- Any other duties as required.

Knowledge, Skills and Experience:

- Relevant third level education in Business or Supply Chain Management.
 - Minimum 3 years' experience in a similar position in a Shared Service Environment desirable.
 - Experience of operating in a utility company or in a regulated industry would be an advantage
 - Strong business acumen, communication and negotiation skills
 - Knowledge of relevant commercial legislation and regulations for procurement of services and goods for Utility businesses is essential
 - PC skills required: extensive use of Microsoft Excel and Word and experience with procurement software
 - Familiarity with ERP systems, particularly Oracle is Essential
 - Ability to assess and execute programs, policies and initiative operational needs
 - Ability to work well in a fast paced, target driven environment
 - Experience in developing and maintaining effective strategic partnerships with key stakeholders both internally and externally e.g. suppliers
 - Ability to work with others to ensure success in the performance of a team
 - Excellent verbal and written communication skills with the ability to convey messages in a clear and sufficient manner
 - Proven effective time management skills with the ability to prioritise and remain focused
 - Flexible with regards working in a changing environment and the ability to adjust to new work structures, processes, and requirements as necessary
 - Proactively identifying new areas of learning and using newly gained knowledge and skill on the job
 - Striving for quality and ensuring consistent high standards of work
 - Customer focused and a good team player
- Excellent influencing, interpersonal and communication skills

The closing date for receipt of applications for this vacancy is 9th March 2018

Applications, including a current Curriculum Vitae should be emailed to: recruit@ervia.ie

Please include the Reference Number for this Role when making an application

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