

JOB TITLE	Contracts Advisor
LOCATION	Aberdeen
EMPLOYMENT	Permanent
REPORTS TO	General Counsel

DESCRIPTION OF FUNCTION

The Contracts Advisor provides highly effective, professional and proactive support to General Counsel and Business Managers to undertake the review, interpretation and negotiation of a wide range of domestic and international contractual documentation. The role holder will assist with administration of maintaining the company's suite of contract templates and terms and conditions.

JOB RESPONSIBILITIES & DUTIES

- Reviewing and drafting contractual documents efficiently for compliance with the company's global operations contracting principles and other policies including the code of conduct;
- Leading and supporting the negotiation of contracts to execution phase, seeking relevant approvals, ensuring the business are advised of the terms/risks in undertaking the work under the contract (providing contract summaries) and answering post execution queries/dealing with claims and disputes;
- Coordinating the commercial input for contract variations and renewals/extensions;
- Advising, assisting and training the global business/sales managers on management and mitigation of contractual and commercial risk;
- Keeping up to date with changes in contract law and ensuring management are fully appraised of key issues, pending or imminent changes, presenting on these as required and finding a resolution or suitable way forward;
- Monitoring, updating and maintaining the company's suite of contractual styles and terms and conditions. Ensuring the correct usage and incorporation of these by the business;
- Maintaining the internal contracts register, monitoring and managing contracts therein;

CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE

- Demonstrable experience working in a commercial contracts role in the energy industry (oil and gas operator or service company preferred), with international experience an advantage
- Knowledge of legal, commercial and contractual requirements/risks in the energy industry (oil and gas preferred)
- Knowledge of oil and gas industry standard contracts (LOGIC) and contracting principles including indemnity structures
- Ability to work to tight timeframes
- Good planning and organisational skills
- Highly proficient in spoken and written English
- Excellent working knowledge of Microsoft Office applications

Personal Qualities

- Excellent communication (both written and oral) and presentation skills
- Good interpersonal skills and ability to work with personnel at all levels in the organisation
- Strong attention to detail and good analytical skills
- Ability to display strong commercial acumen and problem solving skills
- Ability to work independently and show initiative
- The candidate shall be highly motivated, proactive and driven
- Displays highly professional conduct
- Must be willing to travel and be able to spend time away from home on occasion