

Job Description	
Job Title:	Engineering Contracts Manager
Safety Critical Post:	No
Department:	Engineering
Location:	Aylesbury
Responsible To:	Head of Engineering Commercial
Salary:	Based on Experience

A) Job Purpose:

Thorough management of the supply chain, to ensure full availability and delivery of materials, equipment, services and contracts where applicable for the Engineering department. Be a leader in Chiltern to deliver the business plan for our stakeholders.

B) Key Accountabilities:

- Establish priority contracts to support major work packages,
- Work closely with the Chiltern Railways Procurement Department and Arriva Group Procurement to ensure contract timescales are achieved,
- Management of suppliers and contracts, including formal contract reviews,
- Achieve best VFM through management of contracts and suppliers,
- Improve performance and delivery of key suppliers, including the development of Key Performance Indicators for all relevant suppliers/contracts,
- In conjunction with other stakeholders develop the materials budget for planned and unplanned maintenance,
- Maintain the engineering contract register,
- Compliance with applicable legislation, DFT And Arriva Group commitments
- Meet budgetary constraints in terms of resource, systems and services
- Work with Fleet Planning team to link materials procurement with heavy maintenance strategy to minimise impact on fleet availability.



C) Personal Specification:

- Professional Qualification desired
- Experience of negotiating and managing high value commercial agreements
- Experience of traction and rolling stock maintenance
- Proven people leader and manager
- Excellent verbal and written communication skills
- Continuous improvement knowledge and experience
- Highly self-motivated problem solver
- Broad cross-functional working perspective
- Resilient and flexible

D) Specific Statutory Details

This job description sets out the main duties and responsibilities of the job holder. It does not constitute an exhaustive or comprehensive description of duties and the job holder will be required to carry out any additional tasks as and when requested to do so by their manager. Responsibilities and duties may also change in light of future business needs and personal development.

Job description agreed by –

Job Holder: _____ Date: _____

Line Manager: _____ Date: _____

