



Role Description

Title	Commercial Manager – SBR	Incumbent	New role
Manager's Title	Project Director – SBR	Date of Last Review	July 2021
Team	Scott Base Redevelopment	Location	Christchurch
Direct Reports	Quantity Surveyor and Cost Planner consultant/s	Work Environment	Office based. Travel overseas and to Antarctica may be required. Trips to Antarctica will require medical clearance.

Organisational Context

Antarctica New Zealand is a Crown Entity established on 1 July 1996 under the New Zealand Antarctic Institute Act to develop, manage and execute New Zealand's activities in respect of Antarctica and the Southern Ocean.

Our overarching organisational goal is to continue to play an influential role in the kaitiakitanga (guardianship) of Antarctica and the Southern Ocean as a natural resource devoted to peace and science. We do this by facilitating high-quality scientific research in Antarctica and supporting initiatives to protect the environment. Other key activities include the operation of Scott Base; managing logistics to, from and within Antarctica; and raising public awareness of the global significance of the continent and surrounding Southern Ocean.

The Scott Base Redevelopment (SBR) project aims to replace Scott Base infrastructure and provide fit-for-purpose science and logistics facilities. In Budget 2021, Antarctica New Zealand was granted funding, contingent on final approval of the Implementation Business Case and Comprehensive Environmental Evaluation, to finalise the design then construct, transport and commission the new base, a temporary base and a wind farm in Antarctica. Now that funding is granted, the project team will scale up in order to complete the project by 2028.

Business Unit Purpose

To safely and successfully deliver the Scott Base Redevelopment Project on schedule and on budget.

Role Purpose

Provide commercial management and commercial oversight of planning, design, construction and commissioning contracts and project processes to assist with the successful delivery of the Project.



Work of Role

Organisational Leadership

- Fulfill accountabilities as documented in the Health, Safety and Environmental Management Systems
- Maintain and contribute to the highest level of quality, integrity and performance aligned with Antarctica New Zealand values.

Contract management

- Develop, negotiate and implement contracts for a range of services provided to the Client (Antarctica New Zealand)
- Proactively manage contract risk and issues, including those in the financial, technical or schedule areas
- Lead formal contract reviews (including the provision of advice to management in relation to rollovers, price reviews, and re-tendering) with suppliers and stakeholders
- Ensure contract change requests / contract instructions (variations) are developed, executed and recorded and are in line with all organisation and state sector policies, processes and guidelines
- Monitor and track contract service levels, and ensure commercial performance through enforcement of contract levers e.g. penalties and incentives
- Ensure contracts are managed in a way that is consistent with best practice approaches, and meets legislative and organisational requirements
- Ensure oversight and management of contractual obligations for suppliers, including provision of bonds, guarantees etc.
- Ensure supplier invoices are paid within agreed contractual timelines
- Produce reports, issue briefs and other correspondence as and when required and to the agreed standard.

Supplier and stakeholder management

- Ensure contracts meet the organisation's requirements and suppliers have required information to meet contractual obligations
- Manage stakeholder expectations and keep abreast of the changing demands and needs of the project
- Ensure requests are communicated to the service providers, and are met to an acceptable level
- Work closely with Antarctica New Zealand colleagues to ensure efficient contract performance is supported and achieved
- Develop and maintain effective and collaborative relationships at all levels with key internal and external stakeholders.

Value management

- Ensure supplier contractual responsibilities are met, with the assistance of third-party quantity surveyor
- Work with the Quantity Surveyor to develop and implement mechanisms maximise the value of current scope and realise opportunities
- Establish an approach for contract optimisation, development of specification and key performance indicators, pricing/payment mechanisms to support supplier management
- Lead and/or contribute to SBR project matters where commercial relationship expertise is required.

Procurement

- Ensure procurement strategies are adhered to and that consistent and robust contract management practices are imbedded in each aspect of the project
- Lead procurement activities for Antarctica New Zealand related contracts, aligned with MBIE guidelines (the Procurement Rules)



- Provide oversight, investigation and reporting as required of key procurement processes led by the main contractor.

Other Tasks

- Provide regular reports and control the flow of information to the Project Control Group, Project Steering Group, Senior Leadership Team and other governance groups, as required
- Ensure that relevant documents and records for business activities are created and maintained, and that all legislative requirements for record keeping are met
- Any other task assigned by the Project Director – SBR.

Key Challenges

- Contributing to the delivery of a complex design and build project in an isolated environment, safely on schedule and on budget
- Ensuring Antarctica New Zealand receives contractual obligations and achieves value for investments
- Working collaboratively and proactively with suppliers to recognise and resolve contractual issues that may arise
- Ensuring the best interests of Antarctica New Zealand stakeholders are maintained through to the completion of the project

Key Functional Relationships

Internal	<ul style="list-style-type: none"> • Senior Project Manager – SBR • Financial Reporting Manager • General Manager, Corporate Services and Strategy • Senior Leadership Team members • Scott Base Redevelopment Project Steering Group
External	<ul style="list-style-type: none"> • Quantity Surveyor and Cost Planner • Antarctica New Zealand’s legal team • Main contractor • Design team suppliers • Probity Advisor as appointed by Antarctica New Zealand • Key suppliers and consultants • MBIE Commercial Pool

Minimum Capability Necessary to Work to Role

Capability Area	Description
Qualifications, Certificates and Memberships	<ul style="list-style-type: none"> • Relevant specialist tertiary qualification • Preferably qualification and membership with Chartered Institute of Procurement and Supply
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • A minimum of 5 years’ experience in the contract management in engineering and construction industry or heavy industrial sectors. • Influencing, commercial/contract negotiation experience including experience in managing high value and/or politically sensitive areas. • Background in the successful negotiation of contract claims minimising the need to formalise disputes and litigation.



	<ul style="list-style-type: none"> • Demonstrated understanding of contract terms and conditions, alongside a familiarity of standard industry forms of contracting and their operative effects. • Experience in the commercial and legal issues impacting business and the delivery of projects. • Knowledge of project management methodologies and experience with projects of significance and complexity, • Highly effective written and verbal communicative skills, • Exceptional planning and organisational skills, • Computer literate (AMS, BMS and Microsoft products).
<p>Judgement, and Influence</p>	<ul style="list-style-type: none"> • A solution focussed approach and team orientated attitude • Demonstrates a strong leadership presence within the organisation • Maintains balance in the event of changing organisational priorities and unplanned constraints • Exercise sound judgement, organisational awareness and political sensitivity • Confronts issues and persists to resolve them • Demonstrates an ability to learn, even from difficult situations • Effective in the ability to develop strong relations with business partners and international stakeholders • Ability to make difficult decisions which may not be popular with staff or colleagues • Understanding of and commitment to tikanga and Treaty of Waitangi principles, • Welcome and value diversity and contribute to an inclusive working environment where differences are acknowledged and respected

Antarctica New Zealand Values

To honour our obligation to Antarctica:

- We are passionate about what we do
- We care for each other and the environment
- We work together
- We act with integrity
- We aspire to the highest standards

Role Authorisations

I confirm that this Role Description accurately describes the work of the Commercial Manager – SBR

Chief Executive

Date

I accept this Role Description accurately describes the work of the role for which I am accountable:

Commercial Manager – SBR

Date

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