

Contract Manager – 12 Month Fixed Term Contract

About the job:

iPSL are looking for someone to provide sourcing and supplier management excellence to create value whilst managing third party risk and to provide commercial support on the complex client contract.

Some of your key activities will include:

- Deliver supplier management and contract management activity according to category responsibilities in line with complex client policies.
- Collaborate with Head of Commercial and Procurement and senior stakeholders to leverage and create value in line with business goals and objectives.
- Deliver contract management activity that is planned and executed robustly in accordance with the procurement policies and standards including:
 - Provide commercial and contractual support for service delivery transitions, ensuring continuity of operations, effective stakeholder management, and adherence to contractual and governance requirements.
 - Ensure all contractual obligations, transition milestones, and business benefits are monitored, reported, and realized throughout the transition and contract lifecycle.
 - Own and maintain end-to-end contract management processes, including contract drafting, execution, variation management, renewals, extensions, and termination activities.
 - Develop, maintain, and enforce standard contract templates, clauses, schedules, and playbooks, ensuring consistency, risk mitigation, and alignment with legal and procurement policies.
 - Proactively manage contract performance, risk, and compliance, driving continuous improvement, innovation, and value optimisation across third-party contractual relationships. Generation of value through cost efficiencies and improvement business outcomes
 - Sufficient third-party due diligence is completed as part of the sourcing process prior to contract award as per iPSL, Unisys and Clients policies.
 - Establishment of appropriate third-party contracts
 - Provision of training to business users to ensure effective execution of sourcing activity
 - Procurement Strategy & Governance
 - Define, implement, and continuously improve procurement strategies that align with business objectives.
 - Drive category management initiatives to ensure long-term value and innovation from suppliers.
 - Develop and maintain governance frameworks to ensure procurement practices align with legal, regulatory, and ethical standards.
- Ensure that supplier management activity is planned and executed robustly in accordance with the procurement policies and Client's standards including:
 - Ongoing assurance of supplier risk and stability

- Monitoring of performance of suppliers in conjunction with business owners, manage supplier to contractual obligations and ensuring supplier meets technical KPIs.
- Ensuring suppliers are segmented and checked as required
- Maintaining auditable records of minutes and actions from Supplier Management meetings
- Providing training to end users to support the effective management of third parties
- Work with wider team to ensure that supplier management activities and outcomes are appropriately aligned with sourcing activity
- Ensure supplier performance and compliance issues arising from supplier management activity are resolved appropriately
- Develop/maintain/share knowledge of contractual obligations in line with regulations, legislation and clients' contracts.
- Raise purchase requisitions that meet appropriate standards and in line with guidelines.
- Contract & Commercial Management
 - Ensure end-to-end contract lifecycle management, including renewals, extensions, and terminations.
 - Lead negotiations for contractual terms, SLAs, and pricing structures.
 - Ensure contracts have clear penalty, incentives, and escalation clauses.
 - Monitor contract compliance and take corrective actions as needed.
- Support the Procurement and Supplier management team and work collaboratively with wider teams in ensuring that the policy framework is maintained and regularly updated which:
 - Reflects sourcing and supplier management best practice
 - Ensures compliance to the client contract
 - Support the Head of Commercial and Procurement in ensuring that all contracting, sourcing, and supplier management activities are governed, legally compliant, and reported on a regular basis to senior leadership teams, including:
 - Status of contracted sourcing activity in progress and planned, ensuring alignment with client contractual obligations and regulatory requirements.
 - Oversight of strategic sourcing and contract management plans, including key legal, commercial, and risk considerations.
 - Monitoring, escalation, and reporting of contractual, policy, and regulatory non-compliance, including impacts to client agreements and remediation actions.
- Provide commercial support to the business relating to the Supplier/ Client Services contract which shall include:
 - Negotiate new client contracts upon term expiration
 - Establishment of appropriate change controls where required; and Ensure full compliance with **FCA regulations** and **client bank contractual requirements** by managing and enforcing the correct flow-down of regulatory, legal, and commercial obligations into all supplier and third-party contracts.
 - Advice to the Senior stakeholders on contract interpretation.
- Put customers (internal and external) at the heart of sourcing strategies and decision making, ensuring that all colleagues are aware of the impact on the customers in everything we do, develop & maintain effective stakeholder relationships with internal/ external customers to become a trusted business partner.

To be successful in the role you will need to have:

- At least 3 - 10 years' leadership experience in procurement, supplier management and commercial roles preferably within financial services industries and relevant category experience
- Excellent understanding of contract management and strategic sourcing, including contractual risk, commercial terms, and legal compliance within supplier relationships. Demonstrated value creation through working collaboratively and strategically with 3rd parties and internal stakeholders
- Ability to present and influence at a senior level and effectively manage stakeholder relationships
- Understanding of standard contractual terms and conditions to mitigate legal and commercial risk.
- Strong negotiating skills, deployed with due regard to achieve sustainable working relationships with suppliers and clients
- Proactive approach to managing, prioritising and delivering several objectives in short timescales
- Knowledge and expertise in utilisation of standard Microsoft tools sourcing & contract management systems
- Strong communication and listening skills in all levels
- Educated to degree level
- Certification by the Chartered Institute of Purchasing and Supply or relevant professional qualification or working towards is advantageous.

Compensation & Benefits

If you have the knowledge and skills detailed above, then here are just some of the benefits available to you:

- Competitive salary, 55k to 66k per annum dependent on experience
- £5,100 per annum Car Allowance
- Generous holiday allowance – 25 days per year, plus 8 Bank Holidays
- Private family healthcare
- Funded healthcare cash plan
- Funded income protection benefit
- Substantial core funded life assurance cover
- Matched company pension contribution up to 7% and many more benefits!

An organisation is only ever as good as its people. Here at iPSL, our people power our vision and we go to great efforts to ensure we engage and invest in our people at every opportunity. You can find out more about [what's on offer when you work at iPSL](#) via our website.

How to Apply

Please apply [via this link](#) and make sure you enter the vacancy reference **575730** in your application.

If you are successful, a member of our team will contact you to arrange an interview – this could be either via telephone, video conference or in person. You can [find out more about our recruitment process](#) on our website.

PLEASE NOTE: *Please note that due to the volume of applications we receive, we are not always able to respond directly. If you have not been contacted by 30th October we regret that you have not been successful in securing a position at the next stage of the process.*