

## Lead Commercial Advisor Jobs In Abu Dhabi | Wood

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Company: 摯

Location: , Abu Dhabi Emirate, United Arab Emirates

Category: sales-and-related

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#### About the job

**Overview / Responsibilities** Wood is currently inviting expressions of interest for a Lead Commercial Advisor role to be based at our office in Abu Dhabi.

Please be advised that at this stage this position is subject to project award.

#### Job Objective

As Wood continues to grow and diversify to meet the demands of an ever-changing world, the commercial function plays a leading role in ensuring we unlock our full potential, capture the value we create, and are correctly rewarded for this by our clients. To achieve this we challenge the norm and look for new ways of working, we are curious and seek out value add innovation, we embrace change, and we are courageous and confident in managing risk. At the heart of everything we do is the application of good commercial acumen and governance for which we are well known and respected. At a high level, the job objectives are, under limited supervision;

Maximise commercial performance while managing business/project risk (pre and post-contract)

Commercialisation of a sub-Business Group service offerings to support business growth and strategy

Developing team members with in-depth commercial and cross-functional expertise to support the assigned business

Ensure compliance with relevant commercial/contracting policies

Resolution of disputes/claims and cash collection issues

Embedding effective commercial governance and assurance across the sub-Business Group  
/ Project / Portfolio of Projects

Supporting the tender governance process for the sub-Business Group

#### Key Accountabilities And Responsibilities

Promote and demonstrate safety leadership behaviors

Always act ethically and with the utmost integrity

Champion and promote the application of the Financial Management Framework  
guidelines

Champion and follow the relevant DOA and commercial / contracting policies

Directs the management of:

Pre-award activities including support to the proposals team in terms of performing a  
commercial review of tender documents, reviewing commercial proposals prior to submission for  
internal approval, preparing pricing and commercial qualifications

All activities within the Tender governance processes within assigned business Compliance  
with Woods commercial policies, processes, and procedures within the assigned business  
(tender governance, financial instruments, contracting policy, etc.)

Development, implementation, and maintenance of project commercial plans including  
commercial strategy, subcontracting commercial strategy, and profit improvement plans

Development and maintenance of project-specific / sub-business group DOA's (if required)  
and ensuring that all commercial-related DOA matters are correctly approved and  
documented

Preparation, delivery, and analysis of inputs to key contract and internal project reporting  
requirements

Regular cost analysis to: i. maximize recoverable costs, ii. minimize disallowable costs, iii.  
identify areas for cost saving and iv. ensure adequate cost accruals and provisions are in  
place

Developing robust project forecasts, in conjunction with the project team

Commercial representation in internal project reviews

Delivery of main contract and subcontract (if applicable) close-out requirements in full accordance with contract requirements while optimizing Woods commercial recovery, in conjunction with project stakeholders

Leads the management of:

Post award admin including; ensuring that the contract is set up correctly in the appropriate business system, ensuring that invoices are prepared in a timely and accurate manner and include full contract entitlement, ensuring commercial models and scope of delivery are understood by the contract management team, rate reviews are completed, change is captured in contract variations/amendments and commercial administration files are established and maintained

Approval and administration of Bonds / LoCs, Collateral warranties, PCGs, exclusive arrangement, and letters of intent in compliance with relevant policies and procedures

Timely provision of commercial / contract deliverables (e.g. bonds, PCGs, evidence of insurance)

Risk management process including risk identification, mitigation planning, and administration of risk process in conjunction with operations

Coordination of contract reviews and the development of qualifications/redlines in conjunction with the Contracts function to ensure the balance of risk is appropriate for the associated services and remuneration model

Contractual negotiation strategies in conjunction with contracts, bid team, and key stakeholders and providing timely awareness to key stakeholders of significant risk items

The preparation of project cashflow forecasts, expenditure, invoice preparation, and expediting of payments, in accordance with client contract requirements and Wood processes and procedures

Developing subcontracting commercial strategy in conjunction with Project Management, supply chain, and other functions, as required

The compilation of subcontract documents, including main contract flow downs, pricing, and payment prior to execution, subcontract filing/retention of records

The pursuit of Wood's assertive claims and/or defending claims against Wood, including information/data gathering and analysis required to support Wood's assertive claims and/or

defending claims against Wood and ensuring appropriate interface with in-house legal is in place when required

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