

JOB DESCRIPTION

I. THE POSITION	
Position	Head of Commercial & Legal
Competency	Senior Management
Function	Business Support
Division	Commercial
Position Summary	The Head of Commercial & Legal will lead the Company commercial function and legal oversight, covering management of the Throughput Agreement, customer relationship management, contracts and procurement (C&P), legal protection & compliance and commercial regulation. This role is accountable for shaping and driving the Company commercial agenda, safeguarding its interests, and creating long-term value through effective contract management, proactive risk mitigation, robust vendor assurance, and strong stakeholder engagement. As a key member of the Senior Management Team, the Head of Commercial & Legal will play an important role in management of the business and guiding the strategic direction of the organisation, ensuring its continued compliance, sustainability and development.
Organisational Structure	• This role reports to the Managing Director and is part of the Senior Management Team. • This role has multiple direct reports including Commercial and Procurement staff. Legal support is via contracted external legal SME support. • Direct reports may include remote workers.
Key Accountabilities	• Responsible for the Company's commercial, legal and C&P work scope, functional direction and ensuring alignment and achievement of business objectives. • Act as subject matter expert and advisor to the Board, shareholders, and Leadership Team on all commercial, legal and contractual matters. • Provide Governance to all commercial, contractual and legal matters of the business, including the Contracts Review Board and Internal Review Boards. • Oversee the analysis, negotiation and management of all major commercial contracts, ensuring risks are identified, mitigated, and aligned with business priorities. • Lead the delivery of the annual contracts plan, including contract owner training, compliance monitoring, and continuous process improvement. • Manage the contracts and procurement process to ensure robust vendor assurance, safe contractor management, and compliance with procurement policies. • Drive cost reduction and efficiency initiatives, minimising off-procedure spend and optimising supplier performance. • Provide commercial support to new business development initiatives and help evaluate future commercial opportunities. • Manage legal resources cost-effectively, securing external support where required. • Ensure company obligations under major agreements are fully understood, communicated, and complied with across the business, specifically the Company Throughput Agreement.

JOB DESCRIPTION

	• Act as Contract Owner and key interface with the Company Secretary (if externally appointed). • Oversee the Commercial Operations team as the primary contact for customers, ensuring compliance with the major terminal agreement and maintaining strong external relationships. • Build and maintain constructive relationships with counterparts at other regasification terminals and industry stakeholders. • Lead, mentor, and develop Commercial team members to build a high-performing and accountable team, ensuring alignment with the company's values. • Provide strategic input to the Senior Management Team across asset management, project development, corporate governance, risk management and stakeholder engagement. • Deputises for the Managing Director as required with appropriate delegated authorities, so must be prepared to lead and take decisions when required across all functions, projects and disciplines. • Champion visible safety leadership by engaging with frontline staff and reinforcing the safety culture. • Serve as a core member of the Crisis Management Team with rotating on call responsibilities. • Undertake any other tasks the business requires commensurate with skills, qualifications and experience.
Change Authority	• Member of the Company Senior Management Team, contributing to company direction decision making against the business strategic priorities.
Authority / Influences over Resources	• Leadership responsibility for Commercial & Legal team. • Budget owner for the Commercial & Legal function. • Strategic oversight of the Company Opex and Capex budgets. • People management, development and succession planning of the Commercial function and more broadly as a member of the SMT. • Member of the HR Committee. • Core member of Decision Review Boards & Contracts Review Board
Internal / External Interaction	• Collaboration with the leadership team and across all internal department • As Head of the Commercial Team, accountable for day-to-day customer relationship management against the Throughput Agreements. • Interaction with site business partners. • Liaison with external vendors regarding project activities. • Engagement with the Board of Directors and Shareholder Representatives. • Engagement with businesses across the LNG value chain at a local, national and international level • Engagement with local stakeholders. • Engagement with regulatory bodies, industry regulators and government agencies regarding project activities. • Interaction with relevant regulatory bodies, members of the press and public in the event of a crisis situation.

JOB DESCRIPTION

Responsibility of All Employees	• Compliance with Company policies and procedures. • Role model Company values and behaviours. • Undertake training and development as required for their role. • Compliance with the Company Environmental Management System, ensuring implementation of environmental responsibilities commensurate to the individual role.		
2. PERSON SPECIFICATION			
		Required	Desirable
Experience Required	• Significant Commercial management experience in a senior role within the energy industry.	X	
	• Legal management experience within the energy industry.		X
	• Experience at a Leadership Team level.	X	
	• Demonstrable experience of leading a team, managing and developing team members.	X	
	• Proven ability to manage budgets.	X	
	• Experience in risk management.	X	
	• Experience in Contracts & Procurement	X	
Knowledge, Skills, Attributes and Qualifications	• Degree (or equivalent) in a commercial, legal, financial, or related business discipline.		X
	• Member of CIPS.		X
	• Qualified solicitor, barrister, Chartered Legal Executive, or equivalent legal professional qualification		X
	• Sound understanding of Commercial, Economics, Contracts and Procurement and Legal matters	X	
	• Excellent communication and interpersonal skills.	X	
	• Excellent customer service skills.	X	
	• Proficient user of IT including high level skills in Microsoft Office.	X	
	• Results orientated, with a commitment to quality and timely delivery	X	
	• Demonstrates high levels of personal energy, enthusiasm and a positive outlook.	X	
	• Ability to effectively collate, analyse and utilise data in economic evaluation for quality decision making.	X	
	• Ability to effectively collaborate in a cross functional environment.	X	
	• Strategic decision-making capabilities.	X	

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Special Features	• The role holder will be part of the on-call duty roster for crisis management and will work on a call out basis whilst on rota. • The role will be based on site in Milford Haven. • There will be some requirement to travel both nationally and internationally to fulfil the role responsibilities. • The role may include out of hours work and some flexibility around working hours is expected.
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I have received, reviewed and fully understand the contents contained within the job description	
Employee Signature:	Date: