Contracts Manager

Salary: £XX,000 + Up to 20% performance bonus

Benefits: Up to 7% matched Pension, private medical insurance, and travel insurance

Hours/days per week: Fulltime

Place of work: Hybrid minimum 3 days in office/week South Oxford office

Reports to: General Counsel

About us

Heat in buildings accounts for more than a third of the UK's total carbon emissions, with more than two million businesses and 24 million homes burning fossil fuels for heating.

To achieve Britain's climate goals, there is an urgent need for a national shift from fossil fuel heating to low-carbon alternatives—and heat networks offer a proven, scalable option.

1Energy is the UK's leading developer of low-carbon, city-heat-networks. Our mission is to decarbonise heat in cities and towns across the UK, accelerating the transition to net zero.

Our heat networks provide the lowest cost, simplest and fastest route to decarbonising heat at scale and a long-term foundation for healthier, greener cities.

In just over three years, 1Energy has grown from a start-up to having over £600m of heat networks in development, with ambitions to deploy £1bn within the next eight years into building new networks.

1Energy is backed by a dedicated fund established by Asper Investment Management, which supports the development, construction and operation of our networks.

Our team are leaders in the heat network industry—having delivered and operated more than 100 district heating projects over the past 15 years.

About the job

We are looking for a practical, commercially minded Contracts Manager to join 1Energy and help build a robust, scalable contracting capability across our growing heat network business.

This is a cross-cutting role, working closely with commercial, legal, delivery, operations, finance and development colleagues. You will support the customer contracting process and procure, negotiate and manage supplier contracts through their full lifecycle—from early requirements, sourcing and negotiation through to mobilisation, performance management, variations, renewals and termination.

The role would suit someone with 3–5 years' experience in contract management and procurement, ideally gained in an SME, energy, construction, infrastructure, utilities, M&E, building services or project delivery environment. You do not need to be legally qualified, but you will need good commercial judgement, attention to detail and confidence working with contracts, suppliers and internal stakeholders.

What you'll do

- Support the customer contracting process, helping internal teams prepare, coordinate and progress customer contracts using approved templates and governance routes.
- Coordinate inputs from commercial, technical, finance, delivery, operations and legal colleagues so that contracts are accurate, commercially workable and progressed efficiently.
- Plan and run procurement activities for goods, works and services, including requirements capture, supplier engagement, enquiries/RFQs/RFPs, tender comparisons and recommendation papers.
- Negotiate commercial and operational terms with suppliers and subcontractors, escalating legal, risk or material commercial issues to the appropriate internal owner.
- Prepare, review and maintain contract schedules, scopes, pricing documents, purchase order information and contract records, ensuring documentation is complete, up to date and easy to locate.
- Manage supplier contracts "in life", including mobilisation, obligations tracking, performance reviews, KPIs, deliverables, renewals, expiry dates, variations and close-out actions.
- Act as a key point of contact for internal stakeholders and suppliers on day-to-day contract administration, queries, documentation, approvals and contract status updates.
- Monitor supplier performance, risks, issues and opportunities for improvement, supporting resolution of disputes or underperformance in a practical and commercially sensible way.
- Help improve contract management and procurement processes, including templates, playbooks, trackers, filing discipline, approval workflows and reporting.
- Support cost control and forecasting by working with finance and project teams on contract values, committed spend, purchase orders, invoice queries and variation records.
- Contribute to a culture of good governance, ensuring that procurement and contracting activity follows internal policies, delegated authorities and approval requirements.

- Provide clear, concise updates to senior stakeholders on contract status, key risks, upcoming decisions and actions required.

What you'll need

Required experience

- 3–5 years' experience in a contracts manager, contract administrator, procurement, commercial, supplier management or similar role.
- Practical experience supporting procurement processes, supplier selection, tender evaluation and supplier negotiations.
- Experience managing supplier contracts during delivery or operation, including obligations, performance, changes, renewals and contract records, including the NEC 4 ECC contract.
- Confidence reading and working with commercial contracts, scopes, pricing schedules and supplier terms without needing to be legally qualified.
- Experience working cross-functionally with commercial, project, finance, operations and/or technical teams.

Skills and behaviours

- Strong organisational skills, with the ability to manage multiple contracts, deadlines and stakeholders at the same time.
- Excellent written and verbal communication skills, including the ability to summarise contract issues and actions clearly for non-specialists.
- Commercial awareness and good judgement—able to balance speed, value, risk and practicality in a growing SME environment.
- Good negotiation skills and confidence dealing with suppliers, subcontractors and internal stakeholders.
- High attention to detail, with a disciplined approach to version control, filing, approvals and audit trails.
- Proactive, collaborative and comfortable working in a fast-moving business where processes are developing as the company grows.
- Good working knowledge of Microsoft 365 tools; experience with contract management, procurement or project management systems would be helpful.

Desirable experience

- Experience in energy, heat networks, construction, infrastructure, utilities, M&E, facilities management, building services or a similar project-based sector.
- Familiarity with construction or project delivery contracts, supplier/subcontractor management, purchase orders, variations and performance reporting.
- Exposure to SME or scale-up environments, where hands-on ownership and process improvement are both important.

Not required

- Legal qualifications are not required for this role.

1Energy's team is comprised of head office remote and on-site roles, with our team members based across the UK; for this role, however, occasional travel will be required to meet with customers, stakeholders and colleagues.
All applicants must be eligible to legally work in the UK.

Work with us

If this sounds like you, we'd love to hear from you. Please send us an email with your CV to: info@1energy.uk