

## Job Specification

### Contract Specialist

**Location**

UK based

**Job Type**

Permanent - flexible working patterns available  
(Hybrid working – minimum 40% in office)

**Salary**

£38,000 - £45,000 per annum

**Benefits**

Click [here](#) to see some of our employee benefits

## About Us

We are experts in the natural and historic environment, creative landscape designers and resourceful planners. We help shape and manage sustainable, successful places in both urban and rural environments.

Since its establishment in 1997, TEP's focus has been on supporting sustainable development by conserving and enhancing the natural and built environment.

We deliver valuable environmental advice through our core specialisms: Arboriculture, Ecology, Environmental Planning, Green and Blue Infrastructure, GeoSpatial Analysis, Historic Environment and Archaeology, Landscape Design and Landscape Management.

We have great clients in many sectors, including private developers, government agencies, local authorities and charitable trusts.

With over 150 staff dedicated to providing a high-quality and personal service across our five offices, we are ideally placed to support projects nationwide.

Our company values are Forward-Looking, Responsible, Enterprising, Supportive, Honest and Passionate. They are not only applicable to our projects but also underpin how we approach professional development.

For more information on the type of work we do, visit: [www.tep.uk.com/projects](http://www.tep.uk.com/projects)

## To Apply

Please apply via the [TEP website](#) or send your CV and cover letter to [recruitment@tep.uk.com](mailto:recruitment@tep.uk.com)

Please note that we will always acknowledge each application. If you have not received an email response within 3 working days, please contact [recruitment@tep.uk.com](mailto:recruitment@tep.uk.com)

Following review of the applications, a short list of candidates will be contacted for interview.

We are only able to consider candidates already eligible to work in the UK.

If you would like to discuss the position, or support with the application process please do not hesitate to contact [recruitment@tep.uk.com](mailto:recruitment@tep.uk.com) and we will arrange for an appropriate manager to call you.

To keep up to date with news from TEP, follow us on our social media:

[in LinkedIn](#) [X X](#) [f Facebook](#) [@ Instagram](#)

# The Opportunity

## About the Role

This is an exciting opportunity for an experienced Contract Specialist to provide expert contractual and commercial risk advice across the business. As a trusted specialist role with a high degree of autonomy, you will be working closely with Directors and project leaders to ensure contracts are entered into on well-informed terms and managed proportionately throughout project delivery.

You'll play a key role in identifying, managing and mitigating contractual and commercial risk across projects, governance processes, insurance arrangements and property-related matters, within a professional services consultancy environment. Acting as a valued advisor, you'll help embed good contract management practice while supporting confident, commercially sound decision-making

## What you'll be doing

- Reviewing and negotiating contracts, identifying and mitigating commercial and contractual risk.
- Providing clear, practical advice to Directors and project teams on key contract terms and obligations.
- Supporting live projects under NEC, JCT, JCLI and similar forms, including change control and contractual notices.
- Managing collateral warranties, non-project contracts and associated records.
- Maintaining and developing standard terms, guidance and templates in line with legal and industry changes.
- Managing insurance policies and supporting strong governance and contract management practices across the business.

## What we are looking for

- Expertise in reviewing, negotiating, and managing contracts, identifying and mitigating commercial risks.
- Experience supporting projects under NEC, JCT, JCLI (or similar), including change control, variations, and dispute resolution.
- Ability to maintain and advise on standard terms, governance, and insurance arrangements.
- Skilled in developing guidance, templates, and training to embed good contract management practices

## Why join us?

- Collaborative and supportive teams that value expertise, integrity, and professional growth.
- Flexible, purpose-driven environment with opportunities to influence processes and make meaningful contributions.
- Strong benefits and wellbeing focus in a company committed to sustainability and high standards.

Essential
❖ Proven experience in contract review and commercial risk management within a consultancy, construction or similar environment, with strong knowledge of NEC and working familiarity with JCT and JCLI.
❖ Solid understanding of pre- and post-contract management, including change control, claims, dispute resolution and supplier relationships.
❖ Ability to communicate complex contractual issues clearly and confidently to non-contract specialists.
❖ Highly organised, detail-focused and pragmatic, able to prioritise effectively and meet deadlines.
Desirable
❖ Relevant degree or professional qualification, with accreditation such as RICS.
❖ Experience supporting projects during delivery and an understanding of consultancy-specific risks and liabilities.
❖ Experience managing or advising on professional indemnity and related insurances.
Attributes
❖ Commercially astute, collaborative and confident, with the ability to challenge constructively.
❖ Proactive, self-motivated and comfortable working independently with sound judgement.
❖ Organised, calm and methodical, with an interest in environmental sustainability.