

Contracts Manager

Risk Management, London

About Winston Taylor

Shoulder to shoulder in your breakthrough moments.

Winston Taylor is a transatlantic law firm built for the businesses, people, and markets driving capital and innovation.

Whether you're leading the way, disrupting an industry, entering a new phase of growth, or launching a defining product—we're in the room with you. In the action. Sleeves rolled up.

Embedded in your business and sharing your ambition, we take the work personally. Shaping what we do and how we do it around your goals and needs, always one step ahead of the moment.

With a rich history spanning both sides of the Atlantic, we are present in the major commercial centers that matter to our clients: the U.S., the U.K., Europe, Latin America, and the Middle East. Combining scale with the speed clients demand, our defining capabilities include Major Litigation, Critical Transactions, Strategic IP, and Private Wealth.

Our team of over 1,400 lawyers works hand-in-hand across markets, sectors, practice areas, and client teams. All-in problem solvers, we bring the creativity to think differently, and the pragmatism to get things done when it counts the most.

We're fluent in your world, with deep legal experience, rich sector knowledge, and active networks. Because in your business's most critical moments, you don't just need legal know-how. You need people who are deeply part of your world and ahead of where it's going.

The opportunity for you

Position summary

Under the general direction of the General Counsel's office, the Contract Manager's role is to efficiently manage and deliver the contractual aspects of the Firm's procurement of third-party suppliers to the Firm in the U.K. This involves dealing with the initiation of the Firm's diligence processes and a variety of contract negotiation and contract management services. The Contract Manager must have sufficient experience and ability to function as an independent professional on these matters.

In particular, we are looking for an enthusiastic individual who can focus on managing the lifecycle of the Firm's U.K. supplier contracts. The Contract Manager will report to the Legal Counsel team and will have significant interaction with various Business Professionals heads and functions. The role is also responsible for the operation and maintenance of the Firm's bespoke contract management system and managing the various deadlines relevant to the supply chain contracts.

Job title

Contracts Manager

Recruiting manager

In-House Counsel

Department

Risk Management (General Counsel)

Working hours

Monday to Friday
(9:30 am–5:30 pm)

Working at least three days a week
from our offices.

Location

London

Perm/FTC

Permanent

Salary

Competitive

Working pattern

We are committed to finding the right person for this role and are open to discussing flexible working patterns.

The opportunity for you

Position responsibilities

- Primary responsibility for the reviewing and negotiation of supplier agreements to be entered into by the Firm, including software licensing, SaaS, IT services, professional services, and outsourcing contracts.
- Collaborating with internal stakeholders to understand the key requirements and associated timelines for implementing, renewing and terminating supplier agreements.
- Collaborating closely with Information Security and Data Privacy teams to ensure technology contracts adequately address data protection, security, intellectual property, and service level requirements.
- Evaluating and negotiating technology vendor agreements, ensuring terms reflect the organisation's risk appetite and operational requirements.
- Demonstrating awareness of and experience in reviewing artificial intelligence (AI) and machine learning (ML) vendor agreements.
- Advising internal stakeholders of proposed terms and associated risks.
- Advising on best current practices for supplier due diligence processes, including maintaining up to date questionnaires.
- Managing, maintaining and assisting with the ongoing development of the contract management system.
- Operating effectively within a global matrix organisation, building and maintaining strong relationships with stakeholders across multiple business units, functions, and geographies.
- Coordinating with regional and country-level teams to ensure global contract frameworks are implemented consistently while accommodating local requirements.
- Navigating competing priorities and reporting lines with diplomacy and clarity, acting as a trusted adviser.
- Giving and supporting the training programme for the procurement systems and disciplines.
- Promoting the procurement system and the use of the contract management system.
- Management and administration of the procurement matter intake mailbox.

The opportunity for you

Experience, skills, and qualifications

The position requires a highly motivated, self-starter, who excels at managing a number of different tasks at the same time and is at ease interacting with senior management. The candidate will have good writing, communication and computer skills alongside excellent organizational skills.

Essential

- Significant experience in contract management and/or commercial procurement, preferably within a global or multinational organisation.
- The successful candidate should have a law degree from the U.K. (or commonwealth equivalent).
- Strong drafting and negotiation skills across a range of commercial contract types.
- Sound understanding of relevant legal and regulatory frameworks (e.g., GDPR, data processing agreements, anti-bribery, sustainability).
- Excellent stakeholder management, communication, and influencing skills.
- High degree of commercial acumen and risk awareness.
- Proficiency in contract management systems and procurement tools.

Desirable

- Familiarity with agile or technology-led project delivery environments.
- Experience in data protection law is desirable.
- Familiarity with the procurement and contracting of AI-enabled tools and platforms, including an understanding of associated risks such as data training obligations, intellectual property considerations, and evolving regulatory requirements governing the use of AI in commercial contexts.
- Experience in a large law firm or the legal department or contract administration group of a large limited or public company is also desirable.

Recruitment journey

Stage 1

Interview



Rob Fowler
Head of Talent
Acquisition & Strategy

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Hannah Jackson
Senior Recruitment
Manager

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Daniel Cheasley
Senior Recruitment
Advisor

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Stage 2

Interview two

Stage 3

Meet and greet
with some of
the team



Kendell Woods
Senior Recruitment
Advisor

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Meg Vaughan-Irving
Recruitment Senior
Coordinator

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Lottie Williams
Onboarding Senior
Advisor

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Stage 4

Induction

Stage 5

Ongoing
development

We are committed to making all stages of our recruitment process accessible to candidates with disabilities or long-term health conditions.

If you consider yourself to have a disability or long-term health condition, please feel free to be open about this at any point during the recruitment process. This will be dealt with in a confidential manner. If you are not sure what adjustments you require, we will work with you to establish the most suitable adjustments at each stage of the recruitment process.

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