

Subcontract Business Partner

Develops subcontract specifications, work statements and terms and conditions for the procurement of specialized materials, equipment and/or services. Prepares bid packages, conducts bidders' conferences, analyzes and evaluates proposals, negotiates subcontract provisions, selects or recommends subcontractors, writes awards and administers resulting subcontracts. Negotiates and coordinates additions, deletions or modifications to subcontracts. Participates with contracts administration and purchasing to develop subcontract policies and procedures.

Level 1		Level 2		Level 3		Level 4		Level 5	
Subcontract Business Partner I		Subcontract Business Partner II		Subcontract Business Partner III		Sr. Subcontract Business Partner		Subcontract Manager	
Knowledge	Limited use and/or application of basic principles, theories and concepts. Limited knowledge of industry practices and standards.	Frequent use and general knowledge of industry practices, techniques and standards. General application of concepts, and principles.		Complete understanding and application of principles, concepts, practices and standards. Full knowledge of industry practices.		Understands the key concepts, processes, and practices in subcontract management, including key skills such as contract negotiation, contract formation, and contract management. Viewed as a knowledgeable practitioner in subcontracting.		Has a complete understanding of the subcontracting process from RFP to subcontract placement and negotiation. Knowledgeable of all industry practices and requirements including the FARs. Viewed as an expert in the field within the corporation.	
Problem Solving	Solves routine problems of limited scope and complexity following established policies and procedures.	Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.		Develops solutions to a variety of complex problems. May refer to established precedents and policies. Ensure that there is an appropriate action plan to remedy any potential work plan slippage.		Develops solutions to complex problems that require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives. Ensure that there is an appropriate action plan to remedy any potential work plan slippage.		Develops solutions to problems of high complexity which require a degree of ingenuity, creativity and innovativeness. Challenges are frequently unique and solutions may serve as precedent for future decisions. Manages the subcontract function and ensures consistency in subcontract management across the function.	
Discretion/Latitude	Work is closely supervised. Follows specific detailed instructions.	Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.		Work is performed under general direction. Participates in determining objectives of assignment. Plans schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.		Work is performed under general direction. Participates in determining objectives of assignment. Plans schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.		Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment. Works within the boundaries set by the business area leader to meet program costs, schedules and technical requirements.	
Impact	Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.	Contributes to the completion of organizational projects and goals. Errors in judgment or failure to achieve results would normally require a moderate expenditure of resources to rectify.		Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.		Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization. Works with major subcontractors to obtain cost savings and meet business area financial targets.		Decisions affect the financial, program, customer, and subcontractor performance. Erroneous decisions or recommendations would normally result in failure to achieve goals critical to the major objectives of the organization. Works with major subcontractors to obtain cost savings and meet business area financial targets.	

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Liaison	Contacts are primarily with immediate supervisor and other personnel in the section or group.	Frequent internal company and external contacts. Represents organization on specific projects.	Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.	Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations. Proactively manages subcontractor activity. Acts as the internal advocate for the subcontractor.	Serves as prime interface for the organization on highly significant subcontractor management issues relating to programs, capabilities and long-range goals and objectives. Interfaces on a regular basis with major subcontractors. Also, interacts with program management and leads on key subcontracts problems and direction. Keeps management apprised of subcontract achievements and issues.
Work Products (Examples may include but are not limited to)	Prepares proposal requests in accordance with established terms and conditions of the contract.	Prepares proposal requests in accordance with established terms and conditions of the contract.	Prepares proposal requests in accordance with established terms and conditions of the contract.	Prepares subcontract RFPs. Analyzes subcontractor responses. Obtains SOWs and Performance Specs from engineering and program management. Negotiates and finalizes subcontract documents.	Directs the management of subcontracts within company policies, procedures and Government regulations to support program requirements. Manages the subcontracts management cradle to grave process in accordance with best practices, company objectives, and regulatory requirements.
Minimum Education and Experience	1+ years of directly related experience with a Bachelor's Degree in Business or a related field. Basic MS Word, PowerPoint and Excel skills.	3+ years of directly related experience with a Bachelor's Degree in Business or a related field. Intermediate MS Word, PowerPoint and Excel skills. Professional Certification preferred.	5+ years of directly related experience with a Bachelor's Degree in Business or a related field. Advanced MS Word, PowerPoint and Excel Skills. Professional Certification preferred.	7+ years of directly related experience with a Bachelor's Degree in Business or a related field. Strong negotiation and interpersonal skills required. MS Word, PowerPoint and Excel skills. Professional Certification preferred.	10+ years of directly related experience with a Bachelor's Degree in Business or a related field. Excellent negotiation and interpersonal skills are required. MS Word, PowerPoint and Excel skills. Professional Certification preferred.