

## **EDUCATION & QUALIFICATIONS**

**2015-2017 University of Law** Legal Practice Course (LPC LLM) (Part-Time) **High Commendation**  
Electives: Commercial Law; Intellectual Property; Competition Law and Mergers and Acquisitions.  
Masters Research: Comparative study of corporate governance and directors' duties.

**2012-2014 University of Law** Graduate Diploma in Law (GDL) (Part-Time)  
Completed commercial awareness and negotiation programmes. Completed share race competition, team won the Investment Discipline Award for professional presentation, reporting procedures and investment strategy.

**2007-2011 Northumbria University** BSc Quantity Surveying **First Class (Hons)**  
Graduated top of the department and won every graduate award available, an unprecedented achievement.

## **EMPLOYMENT**

### **January 2019 – Current – Thea Limited - Paralegal**

Providing legal support including legal research and assistance with adjudications.

### **May 2018 – January 2019 – Mott MacDonald – Associate Director**

#### **Projects**

Stansted Airport Limited – Drafted the NEC3 Works Information for the D&B contract for a new £160m Arrivals Terminal. Assisted with tender reviews and answering technical commercial queries. Drafted 16 sets of Works Information for various enabling work packages.

Greater Cambridge Partnership – Created procurement strategy proposal for the 17 Phase 1 schemes, which include road safety, walking, cycling and bus priority measures along the A1307 between Haverhill and Cambridge.

Halliburton and Premier Oil – Provided contracting strategy guidance for facilities based on the Falkland Islands. Created contracting strategy report and presentations.

Thames Water – Produced a document providing a comparison between NEC and IChemE standard forms of contract, considering the merits of each for the client's requirements. Further, provided guidance on the pros and cons of joint ventures within frameworks.

#### **Projects (Claims)**

Centre for Environment, Fisheries and Aquaculture Science (Cefas) [Legal Assistance] – Investigated legal position surrounding contractual change management during design process. Liaised with numerous parties, analysed a plethora of data and documentation and produced a concise report providing legal view to the business.

Ulster University [Legal Assistance] – Investigated technical M&E contractual requirements, liaised with numerous parties, analysed a plethora of data and documentation and produced a concise report providing legal view to the business.

### **March 2018 – May 2018 – PricewaterhouseCoopers Indonesia – Senior Manager (Freelance)**

Reviewing and amending PPP documentation in the water, street lighting, waste to energy and airport sectors, making strategic recommendations and ensuring risk is appropriately managed. Documentation being reviewed includes Request for Qualification (RfQ), Request for Proposal (RfP), Information Memorandum (IM), PPP Contract (including Appendices), Instructions for Participants for the PPP Contract, and Procurement Manual for each sector. Specific projects include

Bandung Street Lighting; Legok Nangka Regional Final Waste Treatment and Processing Site and Batam Hang Nadim Airport.

Developed series of country diagnostics for DFID.

**September 2016 – March 2018 – HM Treasury (Infrastructure and Projects Authority) – Commercial Specialist**

Assisted in setting up and establishing a multi-stream government framework for the procurement of services. Managed the Project Initiation Support Framework and associated governance and oversee the programme for use of the Project Initiation Routemap, a tool utilised to ensure competent delivery of major capital projects. Undertook both macro and microeconomic research into SE Asian and South American economies and contributed to adapting Routemap to suit these territories. Delivered training in relation to the Routemap and developed an understanding of the government's Five Case Model, HM Treasury's standard for business cases. Further, liaised with the World Bank, Foreign and Commonwealth Office and Department for Business, Energy and Industrial Strategy regarding the UK's Global Infrastructure Programme and presented on the UK's infrastructure methodologies internationally.

Undertook Project Initiation Routemap exercises for the following projects:

- Sellafield Transformation Programme
- Northern Estate Programme
- Global Infrastructure Programme
- Digital Railway
- New Tube for London

Assistance provided covered key strategic areas such as organisational design and development, supply chain management, risk management, requirements, governance and procurement and execution strategy.

**Sep 2016 – March 2018 – Senior Consultant – Costain Ltd**

Worked alongside clients providing guidance and innovative solutions from across Costain's portfolio of consultancy tools and industry experts. Have the expertise to overcome challenges, drive improvement and provide robust support.

**June 2016 – Current - dotBuiltEnvironment – Co-founder**

Advancing the digital agenda within the built environment. Creating a collaborative network and allowing the industry to come together to discuss barriers and develop innovative solutions.

**February 2015 – September 2016 – Costain Ltd – Legal Executive**

Operated in both contentious and non-contentious areas and was involved in high value and high profile projects and transactions within the civil engineering sector. Have significant experience in negotiating and drafting major contracts such as NEC, ICE and bespoke forms of contract. Reviewed all contracts prior to execution, monitoring areas such as risk allocation. Lead in the investigation of a number of high value claims including delay and disruption, liaising with numerous stakeholders and acquiring independent expert opinions where required. Also managed and oversaw a number of adjudications. Created a contractual guidelines document and assisted in training quantity surveyors across the business.

**Aug 2014 – February 2015 - Costain Ltd – Senior Quantity Surveyor** [Contract: Manchester Smart Motorways (£188m)] - The smart motorways scheme is the first of its kind in the North West. It is a 17-mile stretch of the network between Junction 8 of the M60 Junction 20 of the M62. The system uses the latest technology to monitor traffic levels, provide traffic information to road users, and ease congestion by using variable speed limits on overhead signs. The hard shoulder is also being permanently converted into an extra lane to provide extra capacity.

Played a key role in setting up the contractual processes and governance for this project. Undertook a substantial amount of the initial procurement and had a key input into the packaging of the works.

**Jan 2013 – July 2014 - Costain Ltd – Senior Quantity Surveyor** [Contract: Heysham to M6 Link Road (£123m)] - A new build 4.8km dual carriageway linking the Heysham and Morecambe peninsula to Junction 34 of the M6. Involved fully remodelling Junction 34, with new slip roads, a new bridge over the River Lune and a 600 space park and ride site.

Was involved at an early stage and was able to undertake value engineering exercises to ensure value for money, an example being building up costs for the central reservation from first principles, comparing precast and in-situ concrete construction methodologies. Was the main contract with all of the materials suppliers for the project and undertook the procurement. Further, procured a number of subcontractors, including the drainage package. Also carried out contract management duties, including change control and managing variations.

**July 2011 – January 2013 - Costain Ltd – Quantity Surveyor** [Contract: Greater Manchester Waste PFI (£398m)] - Involved the design, construction and commissioning of 43 waste facilities. Personally worked on three mechanical biological treatment (MBT) sites.

Legal: Familiar with operating different contract types between Costain and subcontractors including dealing with requests to additional time and cost, assessing compensation events and issuing and managing instructions under the contract. Operated the bespoke PFI contract between Costain and the client for the defect correction procedure at Greater Manchester Waste. Managed the appointment and correspondence management procedure for adjudications in addition to assessing the impact of delay on work programmes in areas of dispute as well as record collating and interpretation for adjudication cases.

Involved in a numerous claims and adjudications, this involved analysing programmes, recording delay and disruption and collating and interpreting information from a wide range of sources. Managed the adjudication appointment process and oversaw all correspondence exchange.

Contract Management & Procurement: Gained extensive contract management experience under the NEC3 form of contract. Managed subcontractors from inception to close. Operated the contract post completion, this involved mapping out and managing the defect correction procedure. Produced the documentation used to produce the budget and completed end of month reports. Updated liability of 20+ subcontractors each month and issued payment, assessed the monthly applications, requesting and carrying out order extensions when required. Created a number of account summary documents and improved existing documents offering long term time savings. Have forecasting experience and completed profit and loss accounts for all quarterly budget reviews. Sent out subcontract packages and carried out subcontract tender evaluations. Subsequently awarded and managed a number of orders, independently holding the subsequent contract award meetings in addition to managing the on-going relationships, managing subcontractors from inception to close. Also undertook value engineering exercises.

**August 2009 – September 2010 – Costain Limited – Quantity Surveyor** [Contract: Greater Manchester Waste PFI (£398m)] - Involved the design, construction and commissioning of 43 waste facilities. Personally worked on three mechanical biological treatment (MBT) sites.

Managed subcontractors; inception to close. Completed measurement, compiled and issued contract documentation, completed price comparisons, awarded orders, completed best practice coinciding with processes, held contract award meetings, issued compensation event notifications, instructions and populated instruction register. Updated liability of 20+ subcontractors each month, issued all payments, assessed large number of applications, requested and carried out order extensions when required. Created account summary documents, completed forecasts, completed numerous profit and

loss accounts for the quarterly budget reviews, aided with subcontractor performance reviews, created design issue register and familiar with vesting certificates.

### **June 2006 – August 2007 – Cordell Group – Junior Quantity Surveyor [Contract: Multiple - Oil & Gas]**

Received an overview of works carried out for numerous oil and gas contracts for large petroleum and petrochemical clients. Was exposed to areas including pipework measurement and general subcontract management.

### **PRO BONO / VOLUNTARY WORK**

- Wrote and published a children's book promoting engineering and raising thousands of pounds for British Heart Foundation, Macmillan Cancer Support, Prince's Trust and Samaritans.
- Signed up with the Small Business Legal Advice scheme and also Big Issue in the North which involved explaining the law to non-lawyers in a clear and concise way.
- Acted as legal researcher for Human Rights UK and International Refugee Trust.
- Volunteered with the Rainbow Trust Children's Charity for one year.
- Entered endurance events with work colleagues to raise money for charity. These events generally involve running, cycling, canoeing and group mental challenges.
- Sporting Events: These events have included the Great North Run and the largest cross-country in the North East for children with over 3000 participants.

### **OTHER ACTIVITIES**

- Published legal articles featuring on the home page of the Halsbury's Law Exchange website, Lex 100, BIM+ and Civil Engineering Surveyor magazine with a 5000+ readership. Past articles have covered media influence on law reform, dispute resolution boards, fitness for purpose and termination for convenience clauses.
- Completed a period of work experience at European Parliament in Brussels with Jacqueline Foster MEP, gaining an insight into Transportation & Tourism at the EU level.
- Present annually to ICE young professionals on the subject of 'legal implications of BIM'.

### **PROFESSIONAL MEMBERSHIPS**

- Chartered Institute of Building (CIOB), Grade: MCIOB [Chartered Construction Manager]
- Institute of Civil Engineering Surveyors (CICES), Grade: MCInstCES [Chartered Quantity Surveyor]
- Chartered Institute of Highways & Transportation (CIHT), Grade: MCIIHT
- Chartered Institute of Procurement & Supply (CIPS), Grade: Associate
- Worshipful Company of Constructors (WCC), Grade: Yeoman
- UK Environmental Law Association (UKELA), Grade: Full Member

### **AWARDS**

- International Ethics Standard Coalition Award, 2016
- RICS Research Trust Award, 2016
- CIOB Tony Gage Scholarship, 2015
- CIOB & Worshipful Company of Constructors Sir Ian Dixon Scholarship, 2015
- DWF, Quilter & Xentum Award for Investment Discipline, 2013
- Costain Climate Week Business Challenge, 1<sup>st</sup> Place, 2013 & 2014
- CIOB Queen Elizabeth II Scholarship, 2011
- J.R. Knowles Prize for Construction Law, 2011
- RICS Prize for Best Dissertation, 2011
- Turner and Townsend Prize for Best Overall Academic Performance, 2011
- RICS 1947 Prize for Top Student on the Advanced Measurement & Technology Module, 2011
- CIOB Student Challenge Regional Winner & National Finalist, 2011
- Construction Youth Trust – Young Achievers Award Finalist, 2011
- Built Environment Photography Competition, 2<sup>nd</sup> Place, 2011