**Job Description**

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| Job Title: Commercial and Contracts Manager |
| POSCODE: CCC1025 |
| Grade: P4 (currently P2) |

**Overall purpose of the job**

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

Local authority waste services are commencing a period of major transformation as the government develops legislation to deliver a new Resources and Waste Strategy; at the same time as legislative changes are requiring amendments to the technical solutions procured under the existing Waste Private Finance Initiative (PFI) contract to meet the BATc (Best Available Techniques conclusions) amendments to the waste permits issued by the Environment Agency; all of which feeds into the delivery of our waste services.

The Commercial and Contracts Manager is accountable to the Head of Service Waste Management. It is a key strategic and specialist role, leading on complex legal negotiations and contractual changes to the Council’s Waste PFI contract that will inform decisions made by elected Members and senior leading officers. The post holder would provide the professional leadership and technical waste expertise to deliver and advise on the legal and commercial changes to the County Council’s Commissioning of Waste Services so that they are delivered to the highest standards, to ensure maximum use of limited resources and value for money, in line with relevant legislation and the Waste PFI contract.

The Commerical and Contracts Manager works collaborately across the whole organisation and with major partners and other stakeholders at a senior level to deliver the strategic contracts and frameworks in order to safeguard the waste service. The role provides fundamental professional commercial and legal support to the Head of Service in order to deliver the Council and Directorate’s objectives, through the procurement and delivery of key waste services.

The post is pivotal in ensuring the Council has a commercially focussed and legally binding waste service that gets the best waste management service for the residents of Cambridgeshire. This role requires a detailed underlying understanding of how the waste service spends its money through the Waste PFI contract and can apply business thinking to deliver efficiencies and improvement as opportunities present themselves.

**Main accountabilities**

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

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|  | **Main accountabilities** |
|  | **Strategic management, Vision and Expertise**  To take the leadership role for the contractual ‘Operational Arrangements’ workstream for the ‘Deed of variation’ work package required for the BATc improvements for the Waste PFI contract, to include specialist legal input where appropriate.  Identify waste commercial development opportunities and infrastructure needs in relation to specific waste PFI projects and other contracts to develop and implement a strategic vision and approach to the commercial management of waste services.  Provide commercial and contractual advice to colleagues, partners, senior managers and elected Members relating to waste management, including corporate risk management.  Research and assess the needs of stakeholders, partners, suppliers and service users to promote and implement improved ways of working and opportunities for savings and income generation to identify and deliver a reduction in spending and an increase in income generation to meet savings targets for the waste service, directorate and corporate budgets.  Lead by example to continually review and monitor opportunities for commercialisation of the waste team and its activities. This includes horizon scanning, sector awareness and modelling good practice. |
|  | **Project and Contract Management**  Lead the complex legal and commercial variations to the Waste PFI contract resulting from the BATc improvements, including negotiating the involvement of a range of contributions both inside and outside the Council, ensuring that the respective deliverables are achieved on time, budget and to  high standards.  Provide expert advice to high value/high risk contracts.  Lead, develop, and appropriately manage PFI project team members drawn from inside and outside the Planning, Growth & Environment Directorate towards securing the identified deliverables.  Have a thorough understanding of the waste PFI contract and offer detailed commercial and contractual advice on interpretation.  Lead negotiations and discussions with the PFI contractor and their advisors on the variations to the existing Waste PFI contract and any alternative solutions.  Provide support, advice and technical expertise to internal and external customers, particularly  legal advisors to draft, review and negotiate contractual terms and conditions.  Establish professional and business relationships to ensure high performance, high quality and cost effective services are delivered that have the ability to continually improve in line with local and national government guidance and legislation.  Prepare and deliver project and performance reports for work colleagues, senior managers and elected Members from both inside and outside the Council, identifying the progress, issues and risks of the project and to gain approval. |
|  | **Service planning and management**  Lead the strategic planning, review and development of the Waste contracts and integration with partners and stakeholders, to support the Head of Service Waste Management.  Develop and maintain effective planning approaches with relevant parties, organisations and partners.  Use forward planning to identify potential problems or new developments and minimise any arising impact on waste contracts, the Waste Capital Programme and service delivery.  Plan, develop, seek appropriate approval, record decisions and implement new policies, processes and procedures in a sensitive, persuasive and determined manner.  Contribute and promote practical and innovative ideas for service provision and improved working.  Provide clear decision making that enables the knowledge capacity to extend beyond the team and embeds across the organisation. |
|  | **Financial and performance management**  Maintain robust performance management and budgetary control systems that inform decision making and the delivery of value for money services, including those covered by the Waste Capital Programme.  Develop and maintain robust performance management and reporting systems across all existing contracts and new contracts / commercial opportunities.  Determine, influence and take appropriate commercial responsibility for the management of capital and revenue programmes and project budgets.  Identify and deliver efficiency savings/gains and seek continuous service improvement within tight financial constraints. Identifying any commercial income generating and grant funding opportunities. |
|  | **Risk management**  Lead and mitigate the risks associated with the delivery of the Waste PFI project including those associated with the Waste Capital Programme.  Develop, maintain and manage a log of issues and risks for the contracted services, Waste Capital Programme, other projects and programmes to support the Head of Service Waste Management – leading on the Corporate risks to be escalated to the Corporate Leadership Team, the BATc Project Board and elected Members.  Ensure a consistent, thorough and robust approach is taken to measuring and understanding risk across our portfolio of waste contracts.  Promote suitable mitigating actions and options, working with contractors, partners and stakeholders, to minimise and mitigate identified risks with team members.  Ensure relevant models and governance structures are scalable and relevant to the pace of the current and potential marketplace to deliver the waste services. |
|  | **Customer and stakeholder focus**  Monitor and respond to customers and stakeholders ensuring the adequacy of responses in the achievement of customer valued services.  Contribute to a rolling programme of assessing customer requirements to inform savings proposals, contract changes, the Household Recycling Centre service and Waste Capital Programme.  Research and comprehend the expectations of relevant stakeholders and partners ensuring their appropriate engagement in waste commercial and conrtractual issues.  Promote opportunities for community engagement, responding as appropriate to arising expectations. |
|  | **Carbon Reduction**  Provide essential support to the Council’s Climate Emergency and Net Zero commitments and what this means for the Waste Service contracts and the actions that need to be taken. |
|  | **Equality, Diversity and Inclusion**  Demonstrate an awareness and understanding of equality, diversity and inclusion. |
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**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

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| Qualifications Required | **Subject** | **Essential/**  **Desirable** |
| Educated to degree level | In a relevant discipline or postgraduate management qualification. | E |
| Evidence of continued personal/professional development | Waste Management | E |
| Membership (or working towards membership) of a relevant professional organisation. | Chartered Institute of Waste Management or relevant professional organisation. | D |
|  | Project Management | D |
|  | Procurement/commissioning | D |

Minimum levels of knowledge, skills and experience required for this job

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| Identify | Describe | Essential/Desirable |
| **Knowledge** |  |  |
| Waste Contracts | Thorough knowledge and understanding of waste PFI contracts, any relevant legislation and industry practice in relation to Waste and sustainable development. | E |
| Commercial Acumen and Business Analysis | Strong understanding of commercial practices, tools, techniques and approach and how these can be embedded into processes and organisational culture. | E |
| Contract Development and Waste Strategy | Comprehensive knowledge of the long-term national strategy within the sector, and the practical implementation of European and other regulation affecting waste, environment and sustainable development. | E |
| Waste Legislation | In depth knowledge and understanding of legislation, practices, programmes and funding arrangements for a Waste Disposal Authority. | E |
| Political and Environmental Awareness | An awareness of the environment a local authority works within and the challenges and opportunities currently facing it and the needs of its customers. | E |
| Procurement | Detailed knowledge of the procurement cycles (including service re-design, commissioning and/ or contract management). | D |
| Local Government Finance | Knowledge of local government financial practices | D |
| **Skills** |  |  |
| Partnership Working | Working with Partners at strategic and operational levels to achieve ‘win-win’ benefits for all partnering organisations. | E |
| Influencing | Ability to engage successfully across a range of stakeholders to achieve desired outcomes. | E |
| Judgement, decision making and negotiation | Demonstrable experience of sound judgement, awareness of external environment and astuteness. Able to constructively challenge and substantiate decisions, whilst identifying solutions to a variety of complex legal and commercial situations in procuring services and writing contracts / varying existing contracts.  Able to negotiate positively. | E |
| Strategic Thinking | Clarity of thought, ability to think and translate ideation into realised benefits across organisational and functional boundaries. | E |
| Risk Awareness | Understanding and application of risk protocols commensurate to the activity. Able to bring in relevant risk appetite to achieve outcomes | E |
| Commissioning/procurement | Commissioning of specialist consultants, and technical / legal advisors, in the development of commercial waste services and contracts. | E |
| Budget Management | Ability to report into budgets and take appropriate interventions to ensure commercial and contract decisions follow financial procedures and best value for money from the outset. | E |
| Service and Contract Changes | Substantial track record of successful delivery of commercial and contract changes within quality, time and cost targets and in line with agreed service/project plans. | E |
| Communication | Excellent communication skills – verbal, written, active listening – and the ability to adapt style as needed to provide a robust attitude to driving progress. | E |
| IT | Demonstrable and comprehensive ability to use IT systems. | E |
| Working with elected Members | Able to work effectively with elected Members and senior management, to provide clear and concise recommendations for decision making. Working with committee chairs and vice chairs to develop, deliver and agree committee recommendations. | D |
| Local Government | Knowledge and understanding of consultation/ approval/ planning processes for waste contracts and commercial decisions. | D |
| **Experience** | Give an idea of the type and level of experience required **do not** specify years of experience. |  |
| Waste Contract and Commercial experience | Demonstrable experience of creating, developing and delivering successful Waste contracts and commercial ventures within quality, time and cost targets in line with an agreed plan.  Evidence of strong record in achieving ambitious targets across income generation, cost reductions and commercial efficiency, with an understanding of private sector approaches and acumen. | E |
| Budget Management | Experience of working within budgetary controls and appropriate interventions and procedures to ensure best value for money | E |
| Relationship Management | Experience of developing strong, effective and beneficial relationships both internal and external to the organisation. | E |
| Communication | Experience of representing the business area and service to elected Members, senior officers and key stakeholders. Experience of successfully dealing with and responding to high level, sensitive and/or complex enquiries and complaints. Negotiating with partners and stakeholders. | E |
| Local Government | Experience of public sector procurement, commissioning and financial practices. | D |
| **Equality, Diversity and Inclusion (applies to all roles.** | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role. | |

**Disclosure level**

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| What disclosure level is required for this post? | None | Standard |
| Enhanced | Enhanced with barred list checks |

**Work type**

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| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | Fixed | Hybrid | Field | Remote | Mobile |