**Job Description**

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| Job Title: Commercial Manager |
| POSCODE: CCC1289 |
| Grade: P4 |

**Overall purpose of the job**

The Commercial Manager will play a key role in enabling the Council to deliver its commercial vision by working collaboratively across the Council with key stakeholders. The post is pivotal in ensuring the Council adopts an improved commercial mindset ensuring our services are delivered in as effective and efficient way as possible.

**Main accountabilities**

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

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|  | **Main accountabilities** |
|  | **Commercial vision and objectives:** support the Head of Procurement and Commercial in working with elected Members, senior management and other stakeholders to develop a clear and market relevant commercial direction for the Council.  Provide effective leadership and direction to enable a Council wide approach to market management.  Support the delivery of a consistent approach to service delivery and change that ensures all services area aligned with our commercial ambitions and corporate priorities.  Work with the Head of Procurement and Commercial to deliver the Commercial, Commissioning and Procurement Framework. |
|  | **Business analysis:** look across the Council’s major programmes to ensure value for money is being delivered and a commercial approach is taken.  Support the Council’s business planning process, ensuring that new business cases are tested against value for money, risks and realistic delivery of intended outcomes.  Assess key areas of spend and implement initiatives and tools to reduce cost and optimise outcomes. |
|  | **Contract management:** Provide expert advice to contract managers responsible for managing our highest value and/or highest risk contracts.  Work alongside key stakeholders to ensure effective contracts are built into the commissioning process with levers that allow for value for money, outcome delivery and continuous improvement.  Manage and develop the Council’s approach to contract risk management. |
|  | **Delivery Models:** Provide expertise and advice in appropriate business solutions and models to achieve maximum value, outcomes and returns.  Support senior commissioners and decision makers in developing new models of delivery that improve outcomes, reduce risk exposure and deliver value for money.  Ensure relevant models and governance structures are scalable and relevant to the pace of the current and potential markets. |
|  | **Change:** establish and implement methods to support culture change and organisational development with a focus on developing a commercial mindset.  Champion and lead by example on the behaviours, critical thinking and innovative approaches required.  Identifying activities for service improvement and advising on successful project implementation.  Contributing to re-organisation initiatives and working collaboratively with public sector partners. |
|  | **Team leadership:** lead and motivate a highly skilled Commercial Team, enabling the team to be at the forefront of practice and knowledge.  Use strong mentoring and coaching skills to develop the potential of individuals to build a strong, reliable and trusted team.  Provide clear leadership and decision making that enables commercial acumen to extend beyond the team.  Lead by example in continually reviewing and monitoring opportunities for commercialisation, including horizon scanning, sector awareness and modelling good practice. |
|  | **Income generation:** Support income generating services to assess commercial opportunities and advise on income optimisation and risk mitigation.  Maintain a log of advertising and sponsorship opportunities, enabling opportunities to be explored and maximised. |

**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

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| --- | --- | --- |
| **Qualifications Required** | **Subject** | **Essential/**  **Desirable** |
| Degree or equivalent experience | Any relevant subject | Essential |
| Relevant professional qualification or membership | Any relevant subject | Desirable |

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

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| --- | --- | --- |
| **Identify** | **Describe** | **Essential/**  **Desirable** |
| **Knowledge** |  |  |
| Knowledge of the procurement cycle including commissioning and contract management in the public sector | Detailed knowledge of the procurement cycle, including service re-design, commissioning and contract management | Essential |
| Alternative delivery models | Strong understanding of the benefits of applying new delivery models to a range of Council services | Essential |
| Commercial acumen/business analysis | Strong understanding of commercial practices, tools, techniques and approach and how these can be embedded into processes and organisational culture | Essential |
| Political and environmental awareness | An awareness of the local authority environment, its challenges and opportunities and the needs of its customers | Desirable |
| Income generation | Knowledge of how income generation operates within the public sector | Desirable |
| Risk awareness | Understanding and application of risk protocols commensurate to the activity. Able to introduce relevant risk appetite discussions. | Essential |
| **Skills** |  |  |
| Influencing | Ability to engage successfully across a range of stakeholders to achieve desired outcomes | Essential |
| Judgement, decision making and negotiation | Demonstrable experience of sound judgement leading to effective decision making. Able to constructively challenge and substantiate decisions and negotiate effectively | Essential |
| Strategic thinking | Clarity of thought, ability to think and translate ideas into realised benefits across the Council. | Essential |
| Resilience | Strong self-belief to overcome barriers and explain principles and decisions to a broad range of stakeholders. | Essential |
| Communication | Excellent communication skills – verbal, listening, written, and the ability to adapt as necessary | Essential |
| Market and customer focus | Clear understanding of the need to engage and reflect the needs of customers and the wider marketplace | Essential |
| **Experience** |  |  |
| Managing and influencing organisational and cultural change | Knowledge of approaches to achieve broad skills development and cultural change | Essential |
| Leadership and management | Proven experience of leading, inspiring, motivating, influencing and managing the performance of a team | Essential |
| Commercialisation | Evidence of having developed commercial opportunities, models and activities.  Strong and relevant experience of introducing private sector approaches into a public sector environment | Essential  Desirable |
| Relationship management | Experience of developing strong, effective and beneficial relationships internally and externally | Essential |
| Financial Management | Significant and sound knowledge of commercial and public sector financial models | Desirable |
| Equality, Diversity and Inclusion | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role. | Essential |
| Net Zero | Ability to contribute towards our commitment of becoming a net zero organisation. | Essential |

**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 |