

Commercial Manager
Grade: P4
Working Hours: 37 Hours this is available in part time, term-time working patterns. Flexible working options are available

Career Progression Pathway – Commercial Manager

Entry Level (Assistant Quantity Surveyor) with the opportunity to progress through to Commercial Manager should the candidate attain the required technical and practical experience. The following does not apply to the yearly pay progression criteria that Cambridgeshire County Council has in place to reward performance and development. Progression is dependent on suitable roles being available in the organisation at the appropriate level.

Overall purpose of the job

This is a key strategic role, supporting the Group Manager Complex Infrastructure by leading on the development and overall delivery of the Highways & Transportation commercial function.

The Commercial Manager works collaboratively across the Highways & Transportation and with major partners and stakeholders to ensure full delivery of our ambitions and provides key advice to officers throughout the directorate.

The post is pivotal in ensuring Highways & Transportation adopts an improved commercially focused culture that enables our front-facing service to achieve and surpass targets through commercial efficiency. This role requires a detailed understanding of how Highways & Transportation spends its money and can apply business thinking to deliver efficiencies and improvement.

You will lead and manage a highly skilled functions to deliver the following activities:

- Highways commercial assurance process
- Digital by default processes and systems
- Contract management advice
- Development of officers and culture change throughout Highways & Transportation
- Team leadership
- Consistent accurate approach to all transactions

Main accountabilities

Main accountabilities	
9.	<p>Commercial Vision and Objectives</p> <p>Support and deputise for the Group Manager Contracts and Commissioning in working with all officers, senior management and suppliers to create a transparent and collaborative environment.</p> <p>Support the Group Manager Complex Infrastructure in providing effective leadership and direction to enable a directorate wide approach that is commercially astute and consistent.</p> <p>Ensure coherence and links across service delivery and service change to ensure the way we deliver our service is aligned to our corporate commercial ambitions and corporate priorities.</p> <p>Work with the corporate Commercial Team to ensure we are aligned with the corporate Commercial Strategy.</p>
10.	<p>Business Analysis</p> <p>Look across our major Highways programmes to ensure value for money is being delivered and a commercial approach to change is being undertaken.</p> <p>Assess Highways & Transportation's approach to business planning and testing new initiatives against value for money, risk, and outcomes.</p> <p>Assess key areas of spend and implementing initiatives and tools to reduce cost and optimise outcomes.</p>
11.	<p>Delivery models</p> <p>Provide trusted expertise and advice on appropriate business solutions and models to achieve maximum value, outcomes and returns.</p> <p>Support senior commissioners and decision makers in developing new models of delivery that improve outcomes, reduce risk exposure and deliver value for money.</p> <p>Be recognised as an expert in NEC contract and commercial management.</p>
12.	<p>Contract Management</p> <p>Provide expert advice to our officers throughout Highways & Transportation.</p> <p>Work alongside key stakeholders to ensure effective contracts are built into the commissioning process as early as possible, with levers that allow for value for money and the delivery of outcomes.</p> <p>Ensure a consistent, thorough and robust approach is taken to measuring and understanding risk across the Highways and Transportation frameworks and contracts.</p>
13.	<p>Acumen development, culture change and partnerships</p> <p>Champion and lead by example the behaviours, critical thinking and innovative approaches required for a more business-like organisation.</p>

14.	<p>Team Leadership</p> <p>Lead and motivate a highly skilled commercial team. Ensure the team remains relevant and at the forefront of practice and knowledge.</p> <p>Use strong mentoring and coaching skills to develop the potential of individuals and build a strong, reliable and trusted team.</p> <p>Provide clear leadership and decision making that enables the knowledge capacity to extend beyond the team and embeds across the organisation.</p> <p>Lead by example to continually review and monitor opportunities for commercialisation of the team and its activities. This includes horizon scanning, sector awareness and modelling good practice.</p>
8.	<p>Demonstrate an awareness and understanding of equality, diversity and inclusion.</p>

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

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

Identify	Describe	Essential/ Desirable
Knowledge		
Managing and influencing organisational / cultural change	Knowledge of approaches to achieve broad skills development and cultural change	Essential
Knowledge of aspects of the procurement cycle	Detailed knowledge of the procurement cycles (including service re-design, commissioning and NEC contract management)	Essential
Alternate Delivery Models	Strong understanding of the benefits of applying new delivery models to a range of council services / products	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 environment a local authority works within and the challenges and opportunities currently facing it and the needs of its customers	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, awareness of external environment and astuteness. Able to constructively challenge and substantiate decisions. Able to negotiate positively.	Essential
Strategic Thinking	Clarity of thought, ability to think and translate ideation into realised benefits across organisational and functional boundaries.	Essential

Risk Awareness	Understanding and application of risk protocols commensurate to the activity. Able to bring in relevant risk appetite to achieve outcomes	Essential
Resilience	Strong ownership and self-belief to confidently overcome barriers and explain principles and decisions to a broad range of stakeholders	Essential
Communication	Excellent communication skills – verbal, written, active listening – and the ability to adapt style as needed	Essential
Market and customer focus	Clear understanding of the need to engage and reflect the needs of customers and the wider marketplace.	Essential
Experience		
Leadership and management	Proven experience of leading, inspiring, motivating, influencing and managing performance of a team.	Essential
Commercialisation	Evidence of having developed commercial opportunities, models and activities. Demonstrable strong record in achieving ambitious targets across income generation, cost reductions and commercial efficiency Strong and relevant experience and understanding of private sector approaches.	Essential
Relationship Management	Experience of developing strong, effective and beneficial relationships both internal and external to the organisation	Essential
Financial Management	Significant sound knowledge of commercial and public sector financial models. Successful management of complex budgets and meeting or exceeding financial targets.	Essential

Disclosure level

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

Work type

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
--	-------	---------------	-------	--------	--------

Progression Scheme Pathway

Assistant Quantity Surveyor – Commercial Manager Project Delivery

Grades: Assistant Quantity Surveyor Grade S01 – P1 / Quantity Surveyor Grade P2 / Commercial Manager P4

Assistant Quantity Surveyor		
Criteria reference	Criteria description	Grade
AQS1	<p>Working towards or seeking to commence a Quantity Surveying and/or Civil Engineering qualification.</p> <p>Demonstrates awareness of:</p> <ul style="list-style-type: none"> - NEC Contracts - Method of measurement - Estimating first principles - Change control under NEC - General finance/payment process - Core values and behaviours - Assurance of each project stage 	S01
AQS2	<p>Successfully completed first year of qualification.</p> <p>Demonstrates understanding of:</p> <ul style="list-style-type: none"> - NEC Contracts - Method of measurement - Estimating first principles - Change control under NEC - General finance/payment process - Core values and behaviours - Assurance of each project stage 	
AQS3	<p>Successfully completed second year of qualification or equivalent level 4 course.</p> <p>Demonstrates project specific experience of:</p> <ul style="list-style-type: none"> - NEC Contracts - Method of measurement - Estimating first principles - Change control under NEC - General finance/payment process - Core values and behaviours - Assurance of each project stage 	S02
<p><i>To progress to P1, criteria AQS1, AQS2, AQS3 and AQS4 must be met entirely and working towards AQS5.</i></p>		
Criteria reference	Criteria description	Grade
AQS4	<p>Successfully completed third year of qualification or equivalent level 5 course.</p>	P1

	<p>Demonstrates the following attributes:</p> <ul style="list-style-type: none"> - An ability to influence commercial process and efficiency. - Influence team direction and core values and behaviours. - Able to build relationships with supply chain partners to improve service outcomes. - Keen to drive forward a digital by default approach. 	
AQS5	<p>Completed Quantity Surveying and/or Civil Engineering qualification & working toward appropriate professional accreditation.</p> <p>Demonstrates contribution to continual improvement of processes and outcomes relating to three of the following:</p> <ul style="list-style-type: none"> - NEC Contracts - Method of measurement - Estimating first principles - Change control under NEC - General finance/payment process - Core values and behaviours - Assurance of each project stage <p>*Experience must include assurance of a programme of multiple small projects and accountable for assurance on a single complex project.</p>	
<p><i>To progress to P2, criteria APM4, APM5 and PM1 must be met entirely and working towards PM2.</i></p>		
<p>Quantity Surveyor</p>		
Criteria reference	Criteria description	Grade
QS1	<p>Completed Quantity Surveying and/or Civil Engineering qualification or a relevant discipline, or relevant experience. Achieved membership of an appropriate professional institution.</p> <p>Demonstrates detailed working understanding, knowledge and experience* of all of the following:</p> <ul style="list-style-type: none"> - NEC Contracts - Method of measurement - Estimating first principles - Change control under NEC - General finance/payment process - Core values and behaviours - Assurance of each project stage 	P2

	**Experience must include assurance of a programme of multiple medium sized projects and accountable for assurance on a multiple complex project.	
QS2	<p>Completed appropriate Quantity Surveying accreditation course</p> <p>Demonstrates the following attributes:</p> <ul style="list-style-type: none"> - Contributing to the development of others. - Sharing learning throughout Project Delivery - Able to adapt communication style. Coordinates customer/stakeholder engagement with successful outcomes - Capable of interpreting complex reports and technical documentation relating to design and construction concepts when assuring cost. 	
<p><i>To progress to P4 criteria AQS1-5 and QS1-2 must be met entirely and working towards CM1.</i></p>		
<p>Commercial Manager</p>		
Criteria reference	Criteria description	Grade
CM1	<p>Demonstrates the following attributes:</p> <ul style="list-style-type: none"> - Fully understands the NEC form of contract including pricing options, differences in NEC 3 and 4 and the commercial differences between each. - Able to assure technically complex project finances, target costs, defined cost and quantum. - Keen to develop others and enable exposure of challenging packages of work throughout the wider team, sharing skills and experience. - Able to run regular workshops with the wider Highways & Transport team upskilling officers regarding commercial and contract matters. - Maintain a structured approach to resource management and task management, developing key communication channels from client stakeholders through to supply chain partners. 	P4