

## Job Description

Job Title: GCP Commercial Manager

Grade: P4

### Overall purpose of the job

This is a key role for the Greater Cambridge Partnership (GCP) as the Transport programme moves towards construction of Major Projects. The Commercial Manager will work across the GCP transport programme providing focused advice on commercial activities. This will include procurement for major works as well as ongoing management of the contract.

This role will lead the GCPs key procurement processes and provide:

- Value for money via commercial acumen
- Contract management advice
- Contract procurement expertise
- Contract negotiation with major contractors
- Consistent accurate approach to all transactions

### Main accountabilities

	<b>Main accountabilities</b>
1	<p><b>Contract Management</b> Provide expert advice to GCP officers.</p> <p>Provide advice throughout the lifecycle of major contracts including support to Senior Project Officers in the NEC contract management process.</p> <p>Lead the procurement process for GCP major contracts to ensure they follow appropriate procurement rules and achieve value for money.</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 our portfolio of contracts.</p>
2	<p><b>Commercial Vision and Objectives</b> Working with all officers, senior management and suppliers to create a transparent and collaborative environment, when creating and negotiating contracts.</p> <p>Support the Head of Programme in providing effective leadership and direction to enable an organisation-wide approach that is market focused and replicable.</p> <p>Ensure coherence and links across service delivery and service change to ensure the way we deliver our programme is aligned to our corporate commercial ambitions and corporate priorities.</p> <p>Work with the Head of Procurement and Commercial to ensure we are aligned with the corporate Commercial Strategy.</p>

	Deputise for the Head of Programme at appropriate meetings, and in commercial conversations and negotiations.
3	<p><b>Business Analysis</b> Look across the GCP programme to ensure value for money is being delivered and a commercial approach to change is being undertaken.</p> <p>Assess GCP's approach to business planning and testing new initiatives against value for money, risk, and outcomes.</p> <p>Introduce contract management systems across the GCP Programme to ensure effective management of contracts.</p> <p>Assess key areas of spend and implementing initiatives and tools to reduce cost and optimise outcomes.</p>
4	<p><b>Delivery models</b> Be recognised as an expert in NEC contract and commercial management.</p> <p>Provide trusted expertise and advice on appropriate business solutions and models to achieve maximum value, outcomes and returns.</p> <p>Support Senior Project Managers and decision makers in developing new models of delivery that improve outcomes, reduce risk exposure and deliver value for money.</p>
5	<p><b>Acumen development, culture change and partnerships</b></p> <p>Champion and lead by example the behaviours, critical thinking and innovative approaches required for a more business-like organisation.</p> <p>Provide mentoring support to Assistant Project Managers to help develop contract management skills across the GCP.</p>
6	<p><b>Team Leadership</b> Advise GCP leadership on the commercial requirements to support the Programme. Recruit and build this team as necessary working closely with the County Councils commercial management team.</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>
7	Demonstrate an awareness and understanding of equality, diversity and inclusion.

## 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 (Civil Engineering/ Construction Management)	Essential
NEC Accreditation or equivalent experience	NEC3 or NEC4	Essential
Relevant professional qualification or membership	Chartered Membership: ICE/ CIHT/ CILT/RICS/IStructE	Essential

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

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
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 New Engineering Contract (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
Income generation	Knowledge of how income generation operates within a local authority environment and the models that can be applied for it to be optimised	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

<b>Skills</b>		
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
<b>Experience</b>		
Leadership and management	Proven experience of leading, inspiring, motivating, influencing and managing performance of a team	Essential

Commercialisation	<p>Evidence of having developed commercial opportunities, models and activities.</p> <p>Demonstrable strong record in achieving ambitious targets across income generation, cost reductions and commercial efficiency</p> <p>Strong and relevant experience and understanding of private sector approaches and acumen.</p>	Essential
Relationship Management	Experience of developing strong, effective and beneficial relationships both internal and external to the organisation	Essential
Financial Management	<p>Significant sound knowledge of commercial and public sector financial models.</p> <p>Successful management of complex budgets and meeting or exceeding financial targets.</p>	Essential
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

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

### 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)	<del>Fixed</del>	<b>Hybrid</b>	<del>Field</del>	<del>Remote</del>	<del>Mobile</del>
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