

Job Description

Job Title	Assistant Commercial Manager
Reports to Job Title	Commercial Manager
Division and Directorate	Commercial and Procurement
Job Reference	21839A

Job Purpose

Assist in protecting Highways England's commercial interests, within a package of major projects capital schemes, supporting it as a balanced, intelligent client. Assist in the delivery of excellence in commercial delivery, procurement strategy, funding application, scheme budget management, commercial management, contract administration, commercial dispute avoidance and commercial performance management.

Key Accountabilities

- Support the commercial manager in contributing to balanced, efficient, continually improving delivery of immediate defined scheme outcomes.
- Support the commercial manager in contributing to professional advice, identifying needs, understanding priorities for, and threats to, scheme success, defining mitigation to continually improve delivery.
- Support the commercial manager in contributing to a scheme C&P strategy(s) translating objectives from the business plan to meet the scheme goals and objectives.
- Develop positive commercial relationships with external stakeholders to a scheme.
- Support the commercial manager in contributing to the administration of, when required by a scheme, the commercial management of PFI, Financial and Legal support to a scheme.
- Support the commercial manager in contributing to commercial advice regarding the strategic planning of a scheme.
- Encourage continual improvement of supply chain performance using effective measurement in wellbeing, health, safety, time, cost, quality and behavioural indicators.
- Support the commercial manager in contributing to a programme's objectives, managing commercial expectations, optimising a scheme's ability to succeed in delivering its commercial objectives.
- Support the commercial manager in acting as critical friend to the project managers, operating as an integral project team member.
- Maintain own Continuous Professional Development undertaking all necessary professional development activities.
- Complete, including 360-degree feedback, annual appraisal to evaluate and plan professional development.
- Contribute to the commercial body of knowledge.
- Develop and maintain awareness of industry practices and external developments in the profession including networking, professional and industry publications and other means.
- Support the commercial manager in contributing to the Highways England commercial body of knowledge.

- Act as an ambassador, in the local infrastructure community, for Highways England to enhance its reputation.
- Advocate continually improving Wellbeing, Health and Safety Strategy of employees and supply partners.
- Support achieving commercial & procurement's annualised business objectives.
- Promote Highways England's reputation by building visible and effective project partnerships.

People management responsibilities

- N/A

Budget management responsibilities

- N/A

Key contacts/relationships/stakeholders managed

- Commercial Manager, Team Leader and Head of Service Delivery
- Commercial Programme Director
- Regional or Project Delivery Directors
- Programme Management office
- Project Teams
- Suppliers

Person Specification

Business Knowledge and Experience

- Working towards relevant professional qualification, RICS, ICE or equivalent to demonstrate integrity in influencing others in managing the probity of scheme commercial delivery relationships in the use of public money.
- Knowledge of NEC forms of contract. Awareness of tendering and procurement using, as a minimum, NEC forms of contract.
- Able to follow instruction, and deliver at pace, in regional programme commercial priorities aligned to clear outcome-focused objectives. Through passion and ownership, contribute to the achievement of these objectives.
- Contribute to performance while working safely and effectively aligned around common goals.
- Contribute to the effective selection of the option most likely to mitigate commercial threats and realise opportunities to achieve predictable and sustainable development.
- Be the best you can be. Contributing to an environment that allows all levels of the team to continually improve processes and tools.
- Assist the commercial manager, as a critical friend to project managers/sponsors and project teams, on the application and interpretation of commercial issues.

Functional / Technical Skills

- Using experience and knowledge, contribute to delivery of a consistent and high-quality approach to scheme commercial and procurement. This includes working within policy, strategy and assisting with funding requests, scheme budget management, commercial

management, contract administration, commercial dispute avoidance and commercial performance management.

- Support the commercial manager in advising on cost drivers, for cost comparison, in an infrastructure environment using cost capture and analysis and interpretation into intelligence. This should contribute to continuous improvement in commercial management across all project control stages.
- Assist the commercial manager, using experience and knowledge, to advise on service issues delivering an agile but consistent outcome.
- Support in the contribution of management information into reports that identify trends.
- Support the provision of routine commercial information to project managers so they can hold suppliers to account against tender promises and contractual obligations.
- Support the planning and implementing of commercial change as part of a scheme and encourage innovation inspiring continuous improvement.
- Absorb and analyse diverse information and learn strong practical influencing skills, both internally and externally, to optimise Highways England's commercial interests within a scheme.
- Cost planning, risk management and commercial reporting
- Contract administration and management
- Outturn Forecast trend advice
- Issue and dispute avoidance
- Final accounts

Values and Behaviours

Embrace the organisation's values and model associated behaviours:

- **Safety:** Keep ourselves and others safe, above all else
- **Passion:** Deliver with energy and pace, care about what we do, continuously improve and innovate, provide great service in everything we do
- **Integrity:** Open, honest and professional, respect and value the contribution others make, do what we say, always do the right thing
- **Teamwork:** Work together effectively to achieve our goals, work efficiently and flexibly, listen to others and communicate clearly
- **Ownership:** Take accountability, learn from failure and celebrate success, agree stretching goals and delivering them, maintain focus on our imperatives

Health & Safety

Be accountable for delivery and governance of the 5 Year Health and Safety Plan across the business; provide interpretation and support as appropriate. Embed safety as the first imperative across all areas of your responsibility. Recognise the behaviours that enable the culture change required to achieve the Plan and deliver the objectives of the organisation. Engage and collaborate as appropriate with the wider business, supply chain and other stakeholders to promote health and safety, recognising behaviours that bring the Plan to life and help us realise the vision. Support the evolution of a culture that follows fair rules effectively, welcomes the opportunities to learn from incidents and near misses, taking appropriate remedial action and holding people to account when necessary to ensure that the organisation's objectives are achieved.