

Job Description

Job Title	Commercial Manager
Reports to Job Title	Commercial Team Leader
Division and Directorate	Commercial and Procurement
Job Reference	21842A

Job Purpose

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

Key Accountabilities

1. Contributing to balanced, efficient, continually improving delivery of immediate defined scheme outcomes.
2. Contribute to professional advice, identifying needs, understanding priorities for, and threats to, scheme success, defining mitigation to continually improve delivery.
3. Contribute to a scheme C&P strategy(s) translating objectives from the business plan to meet the scheme goals and objectives.
4. Key in-scheme communication to and from the commercial and procurement directorate, supporting a culture of continuous improvement.
5. Develop positive commercial relationships with external stakeholders to a scheme.
6. Contribute to the administration of, when required by a scheme, the commercial management of PFI, Financial and Legal support to a scheme.
7. Contribute commercial advice regarding the strategic planning of a scheme.
8. Encourage continual improvement of supply chain performance using effective measurement in wellbeing, health, safety, time, cost, quality and behavioural indicators.
9. Contribute to a programme's objectives, managing commercial expectations, optimising a scheme's ability to succeed in delivering its commercial objectives.
10. Act as critical friend to the project managers, operating as an integral project team member.
11. Maintain own CPD undertaking all necessary professional development activities.
12. Complete, including 360-degree feedback, annual appraisal to evaluate and plan professional development.
13. Develop and maintain awareness of industry practices and external developments in the profession including networking, professional and industry publications and other means.
14. Contribute to the HE commercial body of knowledge.
15. Act as an ambassador, in the local infrastructure community, for Highways England to enhance its reputation.
16. Contribute, as a critical friend, to project managers/sponsors and project teams on the application and interpretation of commercial issues.
17. Highways England's commercial interests within a Major Projects single or package of capital schemes.

18. Advocate continually improving Wellbeing, Health and Safety Strategy of staff and supply partners.
19. Contribute to achieving commercial & procurement's annualised business objectives.
20. Promote Highways England's reputation by building visible and effective project partnerships.

People management responsibilities

- Direct single function – 2 – Direct
- Indirect single function – 2 - Indirect

Budget management responsibilities

- Capital Decisions – Contributory - £150m
- Revenue Decisions – Shared £100k
- Contributory - £150K

Key contacts/relationships/stakeholders managed

- Commercial Programme Director
- Regional or Project Delivery Directors
- Programme Management office
- Project Teams
- Suppliers

Person Specification

Business Knowledge and Experience

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

Functional / Technical Skills

- Use experience and knowledge, support routine delivery of a consistent and high-quality approach to scheme commercial and procurement. This includes delivering within policy and strategy, supporting funding requests, scheme budget

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

- Contribute to and advise on cost drivers, for cost comparison, in an infrastructure environment using experience of cost capture, analysis and interpretation into intelligence. This should drive continuous improvement in commercial management across all project control stages.
- Respond, using experience and knowledge, to scheme issues creating an agile but consistent service. Contribute to the decision to escalate scheme commercial issues when necessary.
- Contribute management information into reports, identifying trends, and address issues proactively.
- Providing routine commercial information to project managers so they can hold suppliers to account against tender promises and contractual obligations.
- Lead the planning and implementing of commercial change as part of a scheme and encourage innovation inspiring continuous improvement.
- Capacity to absorb and analyse diverse information and use strong practical influencing skills, both internally and externally, to optimise Highways England's commercial interests within a scheme.
- Talent Management and training
- Commercial and Procurement Strategies
- Budgets and funding application
- Cost planning, risk management and commercial reporting
- Contract administration and management
- Contract change 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.