

Job Description

Job Title	Head of Commercial Delivery - Major Projects
Reports to Job Title	Commercial Programme Director
Division and Directorate	Commercial and Procurement
Job Reference	21846A

Job Purpose

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

Key Accountabilities

1. Influence the regions into commercial policy compliance demonstrating integrity within the defined areas of responsibility.
2. Using experience and professional knowledge to advise on identified needs, priorities and potential threats to regional or scheme success, defining and communicating commercial mitigation to achieve continually improving delivery.
3. Using experience and professional knowledge to influence a regional or schemes strategy.
4. Translating objectives from the business plan to meet the region's or scheme's goals and objectives.
5. Key team and stakeholder communication, to and from the commercial and procurement directorate, supporting a culture of continuous improvement.
6. Develop positive commercial relationships with external stakeholders to a scheme.
7. Administer, when required, the commercial management of PFI, Financial and Legal support to a scheme.
8. Apply experience and professional knowledge, to provide commercial advice regarding the strategic commercial and procurement planning schemes.
9. Using experience and professional knowledge, act to encourage continual improvement of supply chain performance using effective measurement in wellbeing, health, safety, customer, delivery and behavioural indicators.
10. By application of technical experience and professional knowledge, contribute to programme agenda, managing commercial expectations, optimising scheme commercial success in delivering objectives.
11. Working alongside the major projects project director / managers, deploy use experience and professional knowledge when acting as an integral senior member of the project team.
12. Maintain own CPD so that all necessary professional development activities are undertaken.
13. Complete, including 360-degree feedback, annual appraisal to evaluate and plan professional development.

14. Develop and maintain awareness of industry practices and external developments in the profession including networking, professional and industry publications and other means.
15. Contribute to the commercial body of knowledge.
16. Act as an ambassador, in the local infrastructure community, for Highways England to enhance its reputation.
17. Highways England's commercial interests within a Major Projects region, single or package of capital schemes.
18. Advocate the Wellbeing, Health and Safety Strategy continually improving wellbeing, health and safety of staff and partners.
19. Determine the activities of a regional teams to achieve commercial delivery annual business objectives.
20. Promote Highways England's reputation through building visible and effective professional partnerships.

People management responsibilities

- Direct single function – 6 – Direct
- Indirect single function – 12 – Indirect
- Indirect multi-function – 65 - Indirect

Budget management responsibilities

- Capital Decisions – Shared - £100,000
- Contributory - £1bn
- Revenue Decisions – Contributory - £1,600,00

Key contacts/relationships/stakeholders managed

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

Person Specification

Business Knowledge and Experience

- Relevant professional qualification, RICS, ICE or equivalent
- Knowledge of NEC forms of contract. Experience of tendering and procurement using NEC forms of contract.
- Know how to manage the integrity of commercial delivery relationships in the use of public money.
- Able, using experience, to translate and deliver at pace, regional programme commercial priorities influencing the direct managed team to achieve clear outcome-focused objectives.
- Inspire, through passion and ownership, the achievement of team objectives
- Able, using experience, to influence the regional team to high performance while working safely and effectively aligned around common goals.
- Able, using experience, to take decisions effectively selecting the Option most likely to mitigate commercial threats and realise efficiency opportunities to achieve sustainable development.

- Inspire people to be the best they can be. Create an environment that allows all levels of the team to contribute to the continual improvement of processes and tools.
- Coach and inspire, as a critical friend, Regional and programme leaders /sponsors and project teams on the application and interpretation of commercial issues.
- Highways England's commercial interests within a Major Projects region, single or package of capital schemes.
- Advocate the Wellbeing, Health and Safety Strategy continually improving wellbeing, health and safety of staff and partners.
- Determine the activities of a regional teams to achieve commercial delivery annual business objectives.
- Promote Highways England's reputation through building visible and effective professional partnerships.

Functional / Technical Skills

- Use experience and professional knowledge to lead the regional commercial delivery team to routinely deliver a consistent and high-quality approach to commercial and procurement.
- Decide on local flexibility when delivering within policy and strategy, supporting funding requests, scheme budget management, commercial management, contract administration, commercial dispute avoidance and commercial performance management.
- Communicate advice on cost drivers for cost comparison in an infrastructure environment with experience of using cost capture, analysis and interpretation into intelligence to drive continuous improvement in efficiencies across all project control stages.
- Use experience and professional knowledge to respond to regional issues to create an agile but consistent service. Make the regional decision to escalate commercial issues when necessary.
- Analyse, and provide management information and reports to identify regional programme trends and address or escalate issues proactively.
- Decide on the routine commercial information presented to regional delivery Directors to empower them to hold suppliers to account against tender promises and contractual obligations.
- Provide guidance, using experience and professional knowledge, on the planning and implementing of commercial change as part of a regional programme and encourage innovation, empowering and inspiring continuous improvement.
- Able to absorb and, using experience and professional knowledge, analyse diverse information and use strong practical influencing skills, both internally and externally to optimise Highways England's commercial interests within a regional programme.
- Talent Management and training
- Commercial and Procurement Strategies
- Budgets and funding applications
- Cost planning, risk management and commercial reporting

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.