

## CITY OF WOLVERHAMPTON COUNCIL

### JOB DESCRIPTION

<b>Post Title:</b>	Commercial Manager
<b>Directorate:</b>	Organisation
<b>Service Group:</b>	Strategic Finance
<b>Division/Team:</b>	Commercial Services
<b>Responsible to:</b>	Commercial Business Partner
<b>Responsible for:</b>	Graduate/Apprentice placements in Commercial Team
<b>Grade:</b>	7
<b>Workstyle:</b>	Flexible

#### **Job Purpose and Role:**

Ensure that the Council's interests are protected through robust commercial management, providing support on commercial matters on large projects, income generation initiatives, and savings initiatives.

Enable the efficient and effective delivery of benefits from spend with third parties.

Act as a Council representative for high value and strategic contracts.

Be responsible for horizon scanning through identifying and reporting on new initiatives impacting on Strategic Finance and the Commercial Team, both directly and across the Council.

#### **Principal Duties and Responsibilities:**

##### **Contract Management & Commercial**

- Supervise, manage and review allocated high value and strategic contracts.
- Support the design, development, and delivery of commercially focused strategies for the allocated subject area and working closely with Service Departments to transform service delivery to ensure that corporate objectives and service needs are achieved.
- Work with key client areas to ensure a common understanding of how the contract is to be applied.
- Contribute to the Council's savings plan and Medium-Term Financial Strategy by identifying opportunities for savings through understanding of best practice service delivery and alternative delivery models.
- Implement, manage and review performance management and monitoring frameworks to ensure that the required levels of performance are achieved.
- Recommend approval of payments and contractual spend subject to delegated authority levels.
- Produce and initiate procedures to ensure that providers comply with statutory duties on all aspects.

- Commercial input into Business Improvement reviews including options for alternative delivery models for the allocated subject area. Support the commercial management of contracts within service areas when issues arise, including:
- Assess and authorise contractual variations and negotiate with providers to successfully implement contract changes.
- Negotiate with providers where improved or continued service delivery is critical to ensure the delivery of the Council's objectives or where dispute resolution procedures may need to be invoked.
- Work with the legal team to determine the Council's response to disputes and lead the resolution.
- Manage and monitor supplier improvement plans when necessary.
- Provide guidance on commercial matters to other operational staff in contract management practices and procedures.
- Provide budget planning and monitoring information, estimates of costs and other resources required.
- Support in the delivery of an objective and robust value for money challenge mechanism to Service Departments to support their service delivery requirements and maximise their spend capacity by providing commercial and professional advice and guidance in relation to the allocated subject area, ensuring that all appropriate options and associated risks are considered.
- Identify, assess, record, update and mitigate Council retained risks during the life of a contract.
- Ensure successful contract close-out, extension, renewal or transition to a new provider and final accounts.

### **Horizon Scanning & Policy Development**

- Exploring what the financial and commercial future for the public sector might look like to understand uncertainties and opportunities better.
- Systematically investigate evidence about future trends. Help to analyse whether the Council is adequately prepared for potential opportunities and threats and help ensure that policies are resilient to different future environments.
- Work with Service Departments on strategic horizon scanning, drawing on insights from experts in and outside government to challenge our thinking.
- Identify and develop opportunities for collaboration and partnership working across the public sector based on horizon scanning work.
- Assist in developing Council policies and procedures in relation to the commercial aspects in the allocated subject area.
- Report to the Director of Finance and other senior officers on arising issues and opportunities.

### **Market Knowledge**

- Undertake strategic analysis of markets, and provider trends and capabilities, within relevant sectors to ensure that service delivery is based on best practice intelligence, and consequently identifying key areas for cost savings and service improvements.
- Build relationships within the Council and other partners to shape and influence developments to ensure capacity and capability in the market will meet the Council's future needs.

## **Procurement**

- Provide input into the commissioning process to inform future procurement processes.
- Provide feedback on existing provider performance.
- Advise on recommended changes to existing approaches to risk allocation and contract terms and conditions.

## **Compliance and Reporting**

- Ensure that consistent and accurate reports are provided on the performance and budget position of allocated contracts.
- Provide periodic reporting on contract performance against an agreed performance framework. Where necessary highlight potential risks, issues and trends to the appropriate service, legal and finance teams.
- Draft and present reports that deal with complex contract issues.
- Report to the Finance Leadership Team on outcome of horizon scanning work, identifying the impact for the Council.

## **General**

- Be the subject matter expert in an identified area of interest, develop expert knowledge and provide guidance to the Commercial Services team.
- Attend meetings with elected members, and other internal and external meetings as appropriate.
- Deputise for the Head of Commercial Services and Commercial Business Partner at internal and external meetings as required.
- Share line management responsibility alongside the Head of Commercial for any graduate or apprentice placements carried out within the Commercial Team.
- Undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Equality Act 2010.
- To participate in staff development, appraisal, and training as appropriate, including continuous professional development.
- Act in accordance with the Council's Constitution and other Codes of Conduct.
- Comply with the Council's agreed policies and procedures including but not limited to: Health and Safety, Equal Opportunities, Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and government regulations, directives, and city-wide priorities.
- Participate in the wider development of the service and contribute to service improvement as required.
- The City of Wolverhampton Council is committed to Corporate Parenting. "Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after."

Effective date .....

Signature of jobholder .....

# CITY OF WOLVERHAMPTON COUNCIL

## PERSONNEL SPECIFICATION

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<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Experience	<ul style="list-style-type: none"><li>• Experience working in a procurement, contract or commercial management role.</li><li>• Experience of providing contract management advice and managing the commercial aspects of contracts.</li><li>• Experience of managing and implementing change.</li><li>• Experience of interrogating external media, contract and performance management information, analysing and interpreting results and applying the findings to appropriate strategies.</li><li>• Experience of commercial modelling including forecasting, valuing change and risk.</li><li>• Experience of utilising project management techniques.</li><li>• Experience of resolving disputes.</li></ul>	<ul style="list-style-type: none"><li>• Experience working in a contract management/ procurement role in a Local Authority or similar organisation.</li><li>• Contract management or commercial experience from the commercial or provider sector.</li></ul>

Skills	<ul style="list-style-type: none"> <li>• Excellent inter-personal skills.</li> <li>• Excellent analytical skills.</li> <li>• Excellent presentation and report writing skills.</li> <li>• Excellent influencing and negotiating skills.</li> <li>• Computer Literate (Word, Excel, PowerPoint, Microsoft Project, Internet).</li> <li>• Ability to meet challenging deadlines and balance competing priorities successfully.</li> <li>• Project Management skills.</li> <li>• Ability to use and present information effectively, targeting the desired audiences.</li> </ul>	
Knowledge	<ul style="list-style-type: none"> <li>• Understanding of contract law.</li> <li>• Knowledge of commercial modelling and performance management frameworks.</li> <li>• Knowledge of best practice contract management approaches.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of legislation relating to public sector finances.</li> <li>• Awareness of the political nature of local government.</li> <li>• Knowledge of the application of Social Value and sustainability issues within contracts.</li> </ul>
Qualifications/Training	<p>Either:</p> <p>Member of a relevant professional body e.g., CIPS, RICS etc.</p> <p>or</p> <p>Other appropriate management/business qualification</p> <p>or</p> <p>Significant experience in a public sector commercial environment.</p> <ul style="list-style-type: none"> <li>• Evidence of continuing professional development and managerial development.</li> <li>• Degree or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Post-graduate diploma or equivalent in management.</li> <li>• Be willing to work towards a finance qualification.</li> </ul>

<p>Personal Qualities</p>	<ul style="list-style-type: none"> <li>• Develops effective working relationships with all levels of management.</li> <li>• Able to manage conflict.</li> <li>• Able to initiate change and learn and adapt from previous experiences.</li> <li>• Capacity to learn and share learning with others.</li> <li>• Good negotiator.</li> <li>• Ability to be creative and innovative.</li> <li>• Ability to analyse and interpret key data and formulate ideas and proposals.</li> <li>• Good planning and organisation skills.</li> <li>• Self-motivated and able to work under pressure and meet deadlines.</li> <li>• Able to effectively present at meetings on a wide range of commercial matters to a variety of audiences.</li> <li>• Builds a positive team environment and can manage interpersonal conflicts promptly.</li> </ul>	
<p>Commitment</p>	<ul style="list-style-type: none"> <li>• Commitment to continuously improving and innovating.</li> <li>• Commitment to producing effective high-quality information.</li> <li>• Commitment to promoting a positive image.</li> <li>• Commitment to the importance of promoting equality and diversity within services and employment and the ability to challenge behaviours and processes which may act as a barrier to this.</li> </ul>	