

JOB SUMMARY

Post Title	Commercial Manager						
Job Family	<i>Partnership, Commissioning and Contracts</i>	Pay Range	13	Line Manager to others?	Yes	Role profile ref	PCC13
Service Area	Communities						
Line Manager	Strategic Highways and Transport Manager						
Location	St Christopher House, Daish Way Newport						

Job Purpose

To lead and manage all commercial aspects of the Highways PFI Contract, and to manage the Highways PFI reserves, maintenance funds and resource budget.

Working in collaboration with the Highways Client Management Team (HCMT) providing support to the Service Director and the Strategic Manager for Highways and Transportation. The purpose of the role is to ensure an effective scrutiny framework is in place, is used and regularly evaluated; to monitor the performance management of the service company and operations company for the highways maintenance contractor; site inspections and audits; communication with stakeholders including elected members and Town and Parish councils

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

To provide financial and commercial expertise and support to ensure that the PFI contractor complies with the contract requirements and provides best value for money. In this regard the following are key tasks:

- Provide, leadership, direction and strategy for managing the commercial aspects of the Highways PFI contract.
- Work in collaboration with the Strategic Manager, Group Engineer, Transport Strategy Manager and the Network Manager as part of a cohesive, efficient, productive and successful Senior Contract Management Team (SCMT) to maintain and develop:
 - an effective scrutiny framework.
 - performance management of the highways maintenance contractor service company and operational company.
 - site inspections and audits; and
 - the communication with stakeholders internally and externally including elected members and Town / Parish Councils
- Lead in the scrutiny of change Events and issue contractual notices to the Service Provider
- Review excusing causes, relief events, compensation events and issue appropriate notices.
- Review inspection records and issue notice of non-compliance and deductions.
- Manage the issue of Service Points jointly with the Network Manager; review weekly and monthly cumulative Service Points awards.
- Manage monthly commercial meetings and agree deductions.
- Agree annual reconciliation of deductions, additional payments, and disputed amounts.
- Review planned investment against Financial Model forecasts, challenge investment profiles and

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forecasts against network requirements.

- Commission call-off works, Network Integrity works and other additional works programme.
- Monitor contracted out functions, third party revenue, the highways PFI maintenance reserve and provide a quarterly report for the Strategic Manager for Highways and Transportation.
- Manage the commercial team budget and the annual budgeting process.
- To have oversight of the service company/operational company's pricing regime, energy consumption abandoned vehicles process, energy consumption and pricing ensuring that best practice is maintained.
- Manage the Network Integrity policies in conjunction with the Network Manager including street lighting dimming and trimming.
- Review annual charges for third party services; assess opportunities for third party revenue and pursue them.
- Review third party claims, change in law provisions, latent defect claims and action accordingly.
- Carry out annual commercial review of sub-contractor delivery and contribute to overall contract monitoring.
- Establish handback conditions in collaboration with the Network Manager.

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Substantial relevant experience in a senior role in the service area / related profession field with expert knowledge in the specialist field	Ability to demonstrate a thorough understanding of financial and commercial processes and contract management through experience in a similar position.	E	
Expert knowledge of relevant systems, policies, processes, regulations, professional guidelines and legislation relevant to the specialist work area.	Strong understanding of national legislation and local government policy and best practice regarding finance and commercial processes, contract and budget monitoring and setting.	E	
Excellent knowledge of service / profession and interrelationships with other services and departments and of wider sector / external influences and developments.	A high level of understanding of how the council's role as a highway authority fits with its wider corporate strategic objectives and the interrelationships between the different directorates.	E	
Experience of contributing to strategy / market development.	An understanding of and experience of procurement and commercial processes market development that can be transferred to the services managed by the Highways PFI Team.	E	
Good ICT skills including Microsoft applications and specialist systems.		E	
Excellent communication, interpersonal and negotiation skills with a proven ability to build relationships, engage effectively and influence customers, partners and stakeholders, in complex situations.	A high level of proven ability to communicate effectively to deliver the strategic objectives of the service. Demonstrable experience and skills in the negotiation of commercial relationships both internally and externally.	E	
Proven research, analysis, interpretation and evaluation skills, demonstrating the ability to identify	A keen interest in the commercial management of the highways PFI contract and a range of transferable skills needed	E	

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and diagnose complex problems/issues and develop effective solutions.	from an existing financial, commercial or contract management role.		
Experience of co-ordinating partnership working and representing the organisation externally.	Ability to demonstrate an understanding and experience of partnership working within local government or commercial organisations.	E	
Excellent planning and organisational skills, to manage a range of complex activities and to achieve given targets and objectives.	Ability to demonstrate successful service planning and workload management and the ability to complete tasks in a timely manner.	E	
Good literacy and numeracy skills, significant experience of writing reports, specifications and agreements.	Demonstrable ability to write clear, concise and high-quality reports and to evaluate and present numerical data.	E	
Experience of budget and resource management.	Experience of financial management e.g. capital and revenue, identifying income and savings opportunities	E	
Initiative, strategic awareness and commercial acumen demonstrated in problem solving and decision making.	Ability to think strategically and to identify and use commercial approaches.	E	
Significant experience of setting standards and measures and managing contract compliance / performance.	Ability to manage performance effectively through accurate and meaningful measurement and monitoring of activities	E	
Experienced project manager with a good understanding of project management methodologies and systems.	Experience and understanding of project and programme management.	E	
Experience of the development, motivation and supervision of staff. Proven ability to monitor their	Able to demonstrate examples of inspiring and motivating staff and of managing their performance.	E	
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to degree level or equivalent standard/experience in a relevant subject		E	
Relevant professional qualification.		E	
May require relevant certifications including evidence of fluency in English language.		E	
Other Requirements			