

JOB DESCRIPTION

Job title:	Commercial Manager
Managed by:	Head of Capital Delivery
Grade:	Competitive

Background

The Employer: The West of England Combined Authority (WECA)

The West of England is an economic leader with an economy worth over £33 billion a year. With a population of over 1.1 million people, one of the highest rates of employment in the country, and over 45,000 businesses, the region competes on a global scale. The West of England is a place where highly-skilled people work, where ideas flourish, and where businesses grow. It's also a place that a diverse population of people call home.

The West of England Combined Authority (WECA) was formed in 2017, to champion the region and drive clean and inclusive economic growth. As a result, significant powers and funding have been transferred to the region through the new Combined Authority and West of England Mayor.

Our aim is to deliver economic growth for the region and address some of our challenges, such as productivity and skills, housing and transport.

WECA is made up of three of the local authorities in the region - Bath & North East Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the West of England Combined Authority continues to work closely with North Somerset Council. The Combined Authority also the accountable body for the West of England Local Enterprise Partnership.

WECA is an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support they may need during the recruitment process.

Purpose of the job

To be the commercial lead for the WECA investment programme with responsibility for assessing and supporting the commercial aspects (cost review and contractual arrangements) of projects **funded** by WECA, and to be responsible for the commercial management of projects **delivered** by WECA.

Reporting to the Head of Capital Delivery, and working in conjunction with the PMO Manager (recruitment underway) the Commercial Manager will be a key member of the Capital Delivery team collectively driving the effective delivery of the capital

programme. Commercial Management will include practical cost planning, risk management and contract management as well as the ability to problem solve and communicate effectively with stakeholders and delivery partners.

The role is a Senior Position and significant experience of the commercial management of infrastructure projects is a pre-requisite. The role will be office based in Bristol, but as our capital programme develops you will be actively engaged with contract delivery across the region, working with our Project Managers to support successful project outcomes.

Key responsibilities

- Commercial management for projects delivered by WECA, including oversight of cost management and negotiating contracts
- Commercial oversight of project funded by WECA but delivered by others
- Driving continual improvement in commercial awareness, capability and practice within WECA and our partner UAs
- Supporting the application of standard Project Management good practice
- Advising the Head of Grant Management and Assurance in the review of the commercial aspects of funding requests
- Advising the PMO Manager in the review and reporting of the delivery of WECA funded projects with regard to commercial performance and associated risks and opportunities
- Advising the PMO Manager in the review and reporting of WECA delivered projects, with regard to commercial performance and associated risks and opportunities
- Working with the WECA Project Managers, Finance and Procurement teams in the establishment of effective routes to market, commissioning and contract management to ensure delivery of successful outcomes
- Supporting Project Managers in delivering effective commercial reporting from project inception to close out, including the identification and mitigation of commercial risk
- Providing programme level commercial reporting, inputting to corporate reporting against the WECA Business Plan
- Representing WECA in commercial meetings with partners and supply chain
- Identifying, scoping and working with the Procurement Team to establish any additional commercial support required by the capital delivery programme, managing sub-contractors as necessary
- Ensuring WECA commercial objectives support the overall corporate programme and business plan, in support of regional priorities
- Presenting complex commercial / contract management principles clearly and concisely, in plain English, to a range of stakeholders
- Supporting the effective democratic process and investment decision making within the West of England through providing an objective commercial perspective

- Providing strong engagement with key internal and external stakeholders to ensure success
- Supporting and deputising for the Head of Capital Delivery as necessary

PERSONAL SPECIFICATION

Essential (must have)

Qualifications and Knowledge

- Educated to degree level in relevant academic subject with significant technical knowledge or have the relevant practical experience to demonstrate a commensurate level of technical knowledge. (e.g. BSc in Surveying)
- In depth knowledge of JCT, NEC4, and use of bespoke contracts for capital delivery
- Excellent knowledge of practical and effective risk and change management
- In depth knowledge of UK Civil Engineering Practice design and construction
- Excellent knowledge of UK and EU Public Procurement Requirements
- Knowledge of the requirements of Corporate Health and Safety, and particularly in relation to the delivery of infrastructure projects

Experience

- Extensive commercial management experience in the delivery of significant infrastructure projects.
- Commercial management of significant construction contracts and negotiating contract changes
- Presenting complex information to a range of key stakeholders to secure buy-in and engagement

Skills and Competencies

- Leadership Skills and can operate with minimal direction
- Excellent Commercial Management skills including cost control and contract negotiation and management
- Excellent communicator
- Ability to work in a collaborative way while simultaneously setting direction
- Ability to hold oneself and others to account for delivery
- Understanding of working in a political environment

Desirable

- Professional membership of MCIQB or RICS