

	<h2>Job Description</h2>	Issue: 01	Document Reference: CPMS/F/ADMIN/103
		Issue Date: June 2015	Author: Chris Mackie

<b>Post:</b>	Commercial Manager
<b>Reports to:</b>	Managing Director

### Role Responsibilities

- Support the Programme and project teams in monitoring for breaches of corporate governance –compliance.
- Monitor, manage and report on all commercial aspects of allocated projects, flagging issues and proposing mitigation actions at the earliest opportunity to Project Manager and/or Programme Commercial Manager (functional reporting line) and/or Senior Commercial Manager.
- Monitor awareness of all site activities on allocated projects in order to influence decision making from a commercial perspective. Review contractor delivery; including leading valuation of medium value/medium risk contracts & attending all progress meetings to actively influence contractor’s commercial behaviours, delivery and activity.
- Manage assessment and valuation of contractor’s applications and processing of payment certification in accordance with CPMS processes, contractual terms and conditions and commensurate with contractual entitlement. Cost elements should be challenged, audited where appropriate and valuations should be consistent with agreed site progress.
- Provide pro-active advice and guidance to Project Managers on all change including proposed scope changes, recommending appropriate action and produce all required documentation for approval in accordance with levels of delegated authority including comparative estimates where required in a timely manner.
- Produce applications for payment/invoices to outside clients in accordance with relevant funding agreements, including supporting documentation as appropriate.
- Identify and advise on all commercial risk/claim events.
- Provide of ad-hoc management information and analysis to promote informed decision-making.
- Produce appropriate commercial correspondence and contractual notices for issue in accordance with contractual conditions. Commercial records should be retained and archived properly upon close out.
- Undertake final account settlements and internal reconciliation to project close-out as per the project authority, project plan and within agreed timescales.
- Support demonstration of efficiencies and continual improvement of estimating by undertaking cost analysis of completed projects and feedback as per Cost Allocation Feedback process.
- Support with pre and post contract procurement activities as appropriate.

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- Provide support to estimating resources, offering guidance and advice on project scale/scope as required.
- Support the negotiation of all prices under existing contracts/framework agreements (including the negotiation of target costs) and fully participate in the associated quantitative risk assessment and value management workshops, as required.
- Check whether all contractual specifications set out for the management of safety are effectively implemented and thereafter monitored to prevent any potential non-compliance, delay, or lack of organisational cover etc. which could introduce the importation of risks to the programme managers portfolio.
- Check whether both Occupational and Operational risks are inputted into project Quantitative Risk Assessments (QRA's).

### Role Qualifications and Experience

#### Essential

- Experience in commercially managing investment projects
- Demonstrable relevant experience
- Good understanding of railway and construction industry forms of contract
- Good understanding of the construction/railway industry
- Good negotiation skills

#### Desirable

- Educated to degree standard in related subject
- Membership of a relevant professional institute, chartered status
- Significant experience of working within a generalist commercial environment
- Awareness of industry issues
- Six Sigma Yellow Belt