

	<h2>Job Description</h2>	Issue: 02	Document Reference: CPMS
		Issue Date: Feb 2020	Author: CPMS

<b>Post:</b>	Commercial Manager
<b>Reports to:</b>	Senior Commercial Manager/Head of Commercial Management
<b>Deputy</b>	Assistant Commercial Manager

### About the Role

In this role you will work with key clients providing commercial management support services on projects and portfolios of works, with budget ranging from £250k up to and including £100m+. You'll work as part of a small team to ensure that project cost and contractual compliance is proactively delivered. You may have Assistant Commercial Manager colleagues to supervise/manage.

### What you will be doing

Supporting the Programme and project teams in monitoring for breaches of corporate governance –compliance.

Monitoring , managing and reporting 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.

Monitoring 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.

Managing 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.

Providing 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.

Producing applications for payment/invoices to outside clients in accordance with relevant funding agreements, including supporting documentation as appropriate.

Identifying and advising on all commercial risk/claim events.

Providing ad-hoc management information and analysis to promote informed decision-making.

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Producing appropriate commercial correspondence and contractual notices for issue in accordance with contractual conditions. Commercial records should be retained and archived properly upon close out.

Undertaking final account settlements and internal reconciliation to project close-out as per the project authority, project plan and within agreed timescales.

Supporting demonstration of efficiencies and continual improvement of estimating by undertaking cost analysis of completed projects and feedback as per Cost Allocation Feedback process.

Supporting with pre and post contract procurement activities as appropriate.

Providing support to estimating resources, offering guidance and advice on project scale/scope as required.

Supporting 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.

Checking 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.

Checking whether both Occupational and Operational risks are inputted into project Quantitative Risk Assessments (QRA's).

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### What you bring to the team

You will definitely have.....

- Experience in commercially managing investment projects
- Good understanding of railway and construction industry forms of contract
- Solid understanding of the construction/railway industry (via NR, TfL, LUL, TfW)
- Well developed negotiation skills

It would be good if you have.....

- A degree (or equivalent level qualification) in a related subject
- Membership of a relevant professional institute, working towards chartered status
- Substantial experience of working within a generalist commercial environment
- Awareness of industry issues
- Six Sigma Yellow Belt
- Experience of using CEMAR

Briefed by:	Name:	Signature:	Date:
	Rob Wade		February 2020