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

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

### About the role

In this role you will work with key clients, providing and leading on the commercial management support services on a projects and portfolios of works with budgets ranging from £250k up to and including £100m+. You'll have full oversight of allocated projects, including significant internal and external stakeholder management.

You'll be leading a small team to help you deliver and work closely with other project colleagues, contractors and clients to ensure that project costs and contractual compliance is proactively delivered. You'll provide professional and technical leadership to your colleagues and help develop their careers and skills.

### What you will be doing

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

Lead on monitoring, managing 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 Management.

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.

Leading on managing the 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.

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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.

Supporting the discharging of contract administrative duties under industry standard NEC, JCT and ICC suite of contracts.

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.

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 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.

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

### What you bring to the team

You will definitely have.....

- Experience in commercially managing investment projects
- A 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
- Significant experience of working within a generalist commercial environment
- Awareness of construction/rail and infrastructure industry issues
- Six Sigma Yellow Belt
- CEMAR

We at CPMS are an Equal Opportunities employer and we recognise the value of a Diverse Organisation. CPMS appreciate all job applications. If you decide to apply for an opportunity at CPMS, your application will be assessed based purely on your experience, the essential and desirable criteria and your suitability for the role. We value each and everyone's contribution as this builds our culture and means, if you work for CPMS you will be included, listened to and respected.

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