

Job Description

Commercial Manager

| Job Details | |
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| Grade | GR6 |
| Job Evaluation Number | A99 |
| Number of Posts | 1 |
| Directorate | City Housing |
| Division | Asset Management |
| Department | Commercial |
| Service Area | Commercial |
| Reporting to | Head of Service - Commercial & Contract Management |

Strategic statement about Birmingham City Council

1.0 Portfolio Responsibilities

Ensuring the Council's expenditure and investment in the housing stock is monitored, scrutinised and represents Value for Money. Maintaining a constant focus on the commercial competitiveness of the Council's expenditure. Ensuring that operational and financial targets are met.

2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

Interpreting the Council's Housing Revenue Account Business Plan and Repairs & Maintenance Annual Budgets. Translating this into a Budgetary Control Framework, including forecasting, spend and monthly analysis.

Having budgetary oversight and ensuring controls are in place to accurately forecast and manage financial performance. Understanding the value being achieved through all expenditure.

Working with the Finance Team to ensure adherence to broader finance and risk management

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| requirements. |
| Providing support in ensuring procurement, contractual and commercial arrangements across the Council and its supply chain provide service infrastructure and logistics. Enabling service delivery and Value for Money objectives to be met. |
| Having Strategic contract management (i.e. including drafting, evaluation, negotiation and execution) of all key documentation entered into between the Council and its and its supply chain. |
| Acting as the point of contact for internal colleagues on contractual matters and acting as contractual facilitator between parties. Ensuring timely review and approval/reconciliation of variations and at times, direct interactions with contractors will be required. |
| Maintaining contractual records and documentation such as control of all contract correspondence and changes. |
| Providing guidance on contractual matters to senior staff, managers and other operational staff. Including training for new managers and other employees in contracting practices and procedures. |
| Developing and embedding a Contract Management Framework and its principles and methods, aiding the Council with their relationship management. Ensuring appropriate management of and engagement with the supply chains operational and financial activities to generate transparency and high performance outputs. |
| Having responsibility for Risk management ensuring that all commercial risks are identified and properly managed. Reporting any material concerns or potential problems together with appropriate solutions. |
| Ensuring all work is undertaken in compliance with Standing Orders, Financial Regulations, Codes of Conduct and other requirements of the Council/Directorate. |
| Ensuring the City Council Directorate equalities policy and health & safety objectives are reflected in all aspects of employment and service delivery. |

3.0 Management Responsibilities (excludes those who are INDIRECTLY supervised i.e., through others)

| Post Title | Post Title - Grade - Number of Posts | Number of Posts |
|------------------------------|--------------------------------------|-----------------|
| Quantity Surveyor | Quantity Surveyor - 1 | 1 |
| Business Information Officer | Business Information Officer - 1 | 1 |

Special Conditions

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| Is Safeguarding Check needed? | DBS Enhanced Adults and Children |
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Person Specification

| Essential Criteria | | |
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| Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation | | |
| Qualifications | Q | Demonstrate educated to professional level in a relevant discipline and/or demonstrable equivalent experience of applying practical knowledge. |
| Experience | AF/I | Have a good understanding of the construction and maintenance market and practices. |
| Experience | AF/I/P | Have extensive experience in developing long-term partnership working arrangements with internal and external partners. |
| Experience | AF/I/P | Demonstrate evidence of working with Service Delivery Teams ideally in the Housing Sector. Providing mechanisms to collect and manage financial information and ensure effective budget management (including forecasting). |
| Skills | AF/I | Be proficient in the utilisation of Microsoft software packages, including Excel, Word. |
| Skills | AF/I | Demonstrate excellent contract management and performance effectiveness skills. |
| Skills | AF/I | Demonstrate competency to lead on procurement, policy and strategy development activities. |
| Skills | AF/I/P | Able to identify and maximise opportunities to achieve Value for Money. |
| Skills | AF/I | Demonstrate ability to use and interact with Finance systems and other relevant software solutions. |
| Skills | AF/I/P/WBE | Have the ability to present highly complex information in a clear and concise format. Including, writing reports, letters, and briefings on |

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| | | highly contentious, complex and sensitive matters. |
| Skills | AF/I/P | Demonstrate ability to communicate effectively, and build exceptional partnership working arrangements. Applying successful commercial and negotiation skills to influence internal and external stakeholders. |
| Skills | AF/I/P | Have the capability to managing large budgets and meet operational targets within financial limits and strict deadlines. |

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with this, everyone has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in the area.

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.

Record and report any concerns or incidents.

At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves. We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.