

Employee	
Job Title	Commercial Manager/Quantity Surveyor
Location	London
Department	Commercial
Line Manager	Head of commercial
Number of Subordinates	0 - 1
Job Purpose	
Main result expected of the job holder	
<p>This role is a key appointment to our expanding rail business. The Commercial Manager is responsible for all Commercial matters from tender stage through to contract completion. Primary duties include optimisation of margin on projects and protecting/mitigation of commercial risk, appointment and management of sub-contractors, client negotiation and management. You will support the project team as required. This role requires leadership skills.</p>	
Key Responsibilities	
List in priority order of the job's main accountabilities	
1	<p>Governance Responsible for establishment & implementation of commercial governance within the project team.</p>
2	<p>Financial Responsible for project margin returns in line with business expectations. Ensure development and delivery of project, in conjunction with the construction team, a robust programme & budget. Responsible for maximisation of cashflow and creation of accurate applications for payment within rigid timescales.</p>
3	<p>Procurement Provide expertise, during tendering and procurement, regarding the drafting and negotiation of contract types and mechanisms. Contribute towards development of supplier and sub-contract frameworks.</p>
4	<p>Contract Expert in administration of the contract, to ensure either mitigation or swift and effective resolution of disputes. Responsible for pro-active monitoring and administration of change to and from all stakeholders to the advantage of the business.</p>
5	<p>Tendering Lead in the tender vetting process to ensure all developing business opportunities and bids meet agreed commercial criteria, including profitability and risk minimisation.</p>
6	<p>Sub-contracts Provide support to the negotiation and agreement of sub-contract arrangements to minimise risk and maximise the advantage to the business. Measure, Package, Procure and Manage Sub-contractors accounts, to ensure competitive rates and prices. Ensure prompt invoice and payments.</p>
7	<p>Business Use the BCM Information Management System and encourage the use of the IMS throughout the teams according to set standards</p>
8	<p>Reporting Responsible for ensuring that all commercial and periodic reporting internally and externally is completed on time and is accurate and consistent. Presentation of CVR reports at the periodic meeting. Responsible for monitoring and managing all project reporting including identification of variances, forecasting, AFC's, budget and authority in accordance with company reporting systems.</p>
9	<p>Health and Safety</p>



	Control and champion health and safety on your project, specifically using competent and sufficient Human resources, sub-contractors and suppliers. You have a target AFR which if achieved will demonstrate to others that you are committed to safety	
Job Dimensions		
Quantitative indices		
Managing contracts between £500K and £10m Rail projects, civil and electrical.		
Job Requirements		
Qualifications: Degree in Quantity Surveying, MRICS, MCIQB or equivalent.		
Experience: 5 years +		
Technical Proficiency: Various working knowledge of Rail target and lump sum contracts.		
Leadership Imperatives: None		
Additional Skills: The ideal candidate will be someone who has the ability to communicate and build relationships effectively with all stakeholders, with a view to repeat business from our client base. The individual will be a dedicated worker who has the ability to work independently and make important decisions when necessary. The candidate will have excellent attention to detail and produce quality documentation that is subject to audit scrutiny.		
Declaration		
By signing this Job Description, I confirm that I have been briefed and understand its content and will carry out my work in strict accordance with BCM policies & procedures in conjunction with any additional clients' requirements.		
Name:	Sig:	Date: