



IMS Ref.	BTEM-HRMA-02		
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Employee	Vacancy
Job Title	Commercial Manager
Location	Swindon or St Brides
Department	Commercial
Line Manager	Commercial Director
Number of Direct Reports	0
Job Purpose	
Main result expected of the job holder	
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.	
Key Responsibilities	
List in priority order of the job's main accountabilities	
1	<p>Project Reporting</p> <p>Responsible for monitoring and managing all project reporting including identification of variances, forecasting, budget and authority in accordance with BCM reporting systems. Effective employment of excel spreadsheets and Evision cost management system to thoroughly report and manage information.</p>
2	<p>Governance</p> <p>Responsible for establishment & implementation of commercial governance within the project team. Focus on processes for variations, claims, internal costs and commercial risks.</p>
3	<p>Contract</p> <p>Expert in administration of the contract, ensuring mitigation or swift and effective resolution of disputes. Responsible for pro-active monitoring, administration and successful negotiation of change to and from all stakeholders to the advantage of the business. Management of early warning notices, change requests and associated registers and trackers.</p>
4	<p>Financial</p> <p>Responsible for project margin returns in-line with business expectations. Ensure development and delivery, in conjunction with the construction team, of robust contract programmes & budgets. Responsible for maximisation of cashflow and creation of accurate applications for payment within contractual timescales.</p>
5	<p>Sub-contracts</p> <p>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-contractor's accounts, to ensure competitive rates and prices. Ensure prompt processing of payment certificates and invoices.</p>
6	<p>Procurement</p> <p>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>
7	<p>Tendering</p> <p>Lead in the tender vetting process to ensure all developing business opportunities and bids meet agreed commercial criteria, including profitability and risk minimisation.</p>
8	<p>Health and Safety</p> <p>Control and champion health and safety on your project, specifically using competent and sufficient personnel, sub-contractors and suppliers. You have a target AFR which if achieved will demonstrate to others that you are committed to safety.</p>

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9	<p>Information Technology Effective, regular use the BCM Evision information management system and encourage the use of the IMS throughout the teams according to set standards.</p>
10	<p>Business Development Develop relationships with new and existing clients to expand future work-banks, identifying opportunities for growth through new contracts, variations and business relationships.</p>
<p>Job Dimensions Quantitative indices</p>	
<ul style="list-style-type: none"> Contract profit margin to be delivered in-line or above contract tender margin. Less than 10% variance in period forecast cost and value figures. Increase turnover via change control, 120% of original contract value target per project. Maintenance of a positive cash-flow for the contract at all times throughout the project life-cycle. Demonstrate contribution to maintaining company overhead below 10% of turnover. Negotiate sub-contractor rates and contract prices to represent a saving of tender budget allowance overall by 5% of tendered price. Achieve 20% Gross profit on all variations in a lump-sum contract scenario. 	
<p>Job Requirements</p>	
<p>Qualifications: Formal qualification, ideally at degree level or above, in a relevant commercial/construction subject. A member of or working towards an appropriate professional qualification/membership (RICS/CIOB).</p>	
<p>Experience: Commercial management of £multi-million construction contracts, ideally in the rail industry.</p>	
<p>Technical Proficiency: Can formulate, present and manage high-value contract variations and claims through to client agreement. Excellent verbal and written communication skills. Ability to negotiate and influence decisions. Can read, interpret and measure construction drawings. Understanding of contract law. Comfortable undertaking complex Excel and Word tasks.</p>	
<p>BCM Leadership Behaviours (for any role):</p> <p>Lead by Example - demonstrate the BCM Leadership Behaviours, drive excellence, be a role model, challenge yourself and others:</p> <ul style="list-style-type: none"> Go Above and Beyond - stretch yourself and others, use can-do and proactive approach, create innovative solutions and opportunities for business development Better Together - take others with you, listen, be supportive, leverage diverse knowledge and expertise, have aligned objectives, recognise achievements and celebrate success Stick to the Agenda - understand broader impact of your decisions, align actions with our Core Values and Strategy Build Trust - always deliver on your commitments in an honest and transparent manner Improve Continuously - invest time and effort into your development, ask and provide candid feedback, share your knowledge, best practices and lessons learned 	
<p>Additional Skills: A flexible approach to travel to construction sites and meetings over a wide geographic area, at a range of times, occasional unsociable hours.</p>	
<p>Declaration</p> <p>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.</p>	

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Job Description



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Name:	Sig:	Date:
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Deputising Duties

The undersigned have been briefed & understands the attached job description & responsibilities.
 I will undertake these duties in the event of the absence of the above Manager (subject to any constraints listed below).

Name	Position	Location	Date Briefed	Signature

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