



JOB DESCRIPTION

JOB TITLE: Commercial Manager
GRADE: SM1 (SCP44-47) (2019/20 £46,396 - £51,050)
BASE: Guildhall, Quayside, Newcastle upon Tyne, NE1 3AF

1. SUMMARY OF POST

- a. To support the delivery of NEPO's commercial activity to ensure commercial interests are protected and assured.
- b. Act as the principal Commercial adviser to the Head of Procurement on all commercial opportunities and delivery.
- c. Work cohesively with the Procurement Manager to support the development of innovative solutions which are provided to enable NEPO to quickly and compliantly secure value for Member Authorities and promote innovation to assures NEPO's commercial interests.
- d. To deputise for the Head of Procurement on commercial areas.

2. Job Purpose

The key duties of this post will include:

- 2.1 Supporting negotiations on strategic opportunities to ensure that NEPO's commercial interests are protected and assured.
- 2.2 Support the delivery of a comprehensive Commercial Strategy for NEPO that is aimed at maximising revenue, which includes focus on North East Suppliers, SME's, Social Value and innovation.
- 2.3 Input into the creation of a Commercialisation Plan with clear outcomes that identifies income targets and delivery responsibilities.
- 2.4 Working with the Procurement Manager to support the development of innovative solutions which are provided to enable NEPO to quickly and compliantly secure value for Member Authorities promote innovation to assures NEPO's commercial interests.

- 2.5 Support the conduct of an audit of NEPO's services with income-generating potential and ensure this is continuously updated to identify new opportunities.
- 2.6 Provides professional advice to ensure that the NEPO acts lawfully, that decisions are taken on the basis of sound commercial advice and that the legal and government policy implications of its actions are understood.
- 2.7 Taking senior leadership responsibility for commercial activities meeting challenging performance targets to improve customer service, drive improvement and development.
- 2.8 Work in accordance with NEPO policies, procedures and values.
- 2.9 Contributing to team development at various levels across NEPO.
- 2.10 Ensuring that NEPO team demonstrate professional excellence and are current, correct, constructive, timely, credible and enabling in their work.
- 2.11 Acting as the principal Commercial adviser to the Head of Procurement on all commercial opportunities and delivery.
- 2.12 Review and provide assurance on all commercial business cases and any relevant tender/contract management documentation prior to Gateway review.
- 2.13 Supporting with liaison with other public bodies, suppliers and stakeholders on commercial, compliance and contract matters affecting NEPO.
- 2.14 Contributing positively to the corporate leadership of the organisation as a member of the Senior Management Team.
- 2.15 Acting as an ambassador and role model for NEPO's vision, standards, desired organisational culture, behaviours and attitudes.
- 2.16 Demonstrating high standards of personal integrity, probity and professionalism at all times, behaving fairly and impartially in all activities with others to build and maintain trust, respect and credibility.
- 2.17 As and when required lead and manage specific commercial projects, including staff to ensure successful and timely outcomes are achieved.
- 2.18 Deputising for the Head of Procurement on commercial areas.

Personal Disposition and Management

- 2.19 Lead the development of a more capable, empowered and efficient commercial team by supporting a professional environment for staff to develop sound procurement expertise and the confidence to excel within the procurement profession. Provide opportunities for development through robust performance

management, sharing knowledge and role modelling effective commercial behaviours. To be responsible for the day to day performance management, supervision, and attendance management of staff. Leading by example, motivate and mentor staff to ensure that they are equipped with the knowledge and skills needed to successfully deliver their role.

- 2.20 Support the Business Manager around the development of effective systems, process and performance management arrangements to deliver high standards of performance. To be responsible for the submission of timely and accurate performance data to ensure there is viability on what activities are taking place and how they are delivering. Working with the Leadership Team take remedial action where required and inform the Associate Director where there is a potential significant change against agreed plans or targets.
- 2.21 As a member of the Leadership Team, demonstrate high professional standards, represent NEPO in a positive and professional manner and contribute to the continuous progress and development of NEPO. Contribute positively to the overall development of Collaborative Procurement and NEPO.
- 2.22 Represent and raise the status of the region, building a broad and professional network at a regional and national level, to increase the influence that can be exerted on matters that concern NEPO and Member Authorities. Ensure that the region speaks with one cohesive voice and remains at the forefront of local and national agendas. Respond on behalf of the region to government consultations effecting procurement.
- 2.23 Using persuasion and influencing skills, work with stakeholders from multiple organisations with different priorities and practice, to remove barriers, resolve conflict and reach a consensus on collaborative outcomes.
- 2.24 To write clear and complete communications to a wider range of audiences, provide advice and consistency within NEPO team around communications, to seek advice, scrutiny and strategic direction from the entire NEPO governance structure as appropriate.
- 2.25 Ensure that the organisations policies and procedures are consistently adhered to and working with the relevant manager ensure continuous development.
- 2.26 Foster close and effective relationships with colleagues and customers to deliver mutual benefits as part of a regional collaborative team.
- 2.27 To lead recruitment and selection of staff. To ensure new staff are inducted into the organisation and become productive in a timely manner.
- 2.28 As well as your own health, safety and welfare ensure that staff perform their duties with due regard to the organisation's health & safety policy and procedures.
- 2.29 Take personal responsibility for continued personal and professional development and contributing to the learning and growth of NEPO.

- 2.30 Demonstrating high standards of personal integrity, probity and professionalism at all times, behaving fairly and impartially in all activities with others to build and maintain trust, respect and credibility. Acting as an ambassador and role model for NEPO's vision, standards, desired organisational culture, behaviours and attitudes.

- 2.31 Carry out other duties, engage in development activities and promote the benefits and strategy of NEPO and its service as required and such other responsibilities allocated appropriately to the grade of the post.

3. Person Specification

Essential

Essential Knowledge of:

- Procurement techniques and processes.
- Best practice in procurement (current EU Directives, procedure rules and financial regulations).
- Working Commercially in the Public Sector
- Complex contract management arrangements.
- Current challenges facing the public sector to reduce costs while minimising the impact on the front line.
- Introducing new initiatives successfully.

Essential Qualifications:

- CIPS qualified (via academic route) or relevant degree qualification (e.g. Business / Management).

Essential Experience of:

- Working in a category management environment or relevant technical environment.
- Managing a range of complex procurement, category management programmes and/or technical programmes.
- Generating commitment to a collaborative programme which reaps benefits for all partners.
- Managing a team of procurement or technical specialists.
- Communicating effectively to a variety of audiences of different backgrounds, knowledge, experience and expectations.
- Motivating and inspiring others within and outside the organisation to deliver better outcomes.
- Using a flexible approach to managing complex and changing priorities.
- Applying strong analytical skills.
- Leading and facilitating collaborative effort.
- Working with a complex political environment with competing demands and expectations.
- Consistently and demonstrably addressing competing demands between organisations.
- Gaining confidence and support of public and private sector organisations by understanding their needs and resolving differences between organisations through use of excellent negotiation and influencing skills.

Desirable

Desirable Knowledge of

- Economic Development and Commissioning Strategies to understand the role that procurement can play in the local economies of individual authorities and the region as a whole.
- Dealing with senior representatives of central and local government to generate and maintain organisational credibility.
- Regional challenges facing the public sector.

Desirable Experience of

- Working in a private sector organisation.

Desirable Qualifications

- PRINCE II.

ENDS