## Job Description

|  |  |  |
| --- | --- | --- |
| **Job title** | **Commercial Officer** | |
| **Salary, Grade and SCP** | Career Grade 6, SCP 22-25 £31,364 - £33,945 | to Grade 8, SCP 31-35 £39,186 - £43,421 |
| **Service/Team** | Port of Sunderland / Port commercial team | |
| **Responsible to** | Port commercial Manager | |
| **Responsible for staff/equipment** | NA | |
| **Main purpose of job** | * To assist through business development and marketing, consolidation diversification and growth in the provision of both port infrastructure and services at the Port of Sunderland. * Support the Ports commercial manager to develop and implement the Ports business planning strategy and business plan to continue to support the City economy and City plan. | * To contribute through business development and marketing, consolidation diversification and growth in the provision of both port infrastructure and services at the Port of Sunderland. * Contribute to the development and implementation of the Ports business planning strategy and business plan to continue to support the City economy and City plan |
| **Key responsibilities** | * Support both direct and indirect sales/business development activity to provide port infrastructure and services to potentially new customers or by leveraging existing commercial relationships. * To develop and sustain relationship management with both existing and potentially new Port customers, as well as providing a first point of contact for all commercial enquiries and operational issues. * Liaise with existing customers to ensure the optimum delivery of agreed service level agreements and with the Port Management Team to ensure the appropriate allocation of available operational resources to meet demand. * Support with the facilitation of Port communications across media sectors. This includes liaising with all relevant internal and external parties | * Add to both direct and indirect sales/business development activity to provide port infrastructure and services to potentially new customers or by leveraging existing commercial relationships. * To develop and sustain relationship management with both existing and potentially new Port customers, as well as providing a first point of contact for all commercial enquiries and operational issues. * Liaise with existing customers to ensure the optimum delivery of agreed service level agreements and with the Port Management Team to ensure the appropriate allocation of available operational resources to meet demand. * Manage Port communications across media sectors. This includes liaising with all relevant internal and external parties. |
| **Key tasks** | * Assist with the preparation of reports, business plans, presentations, and commercial quotations. * Analyse existing markets for trends effecting the Port’s commercial base with a given scope and to identify (through research and analysis) potential new market opportunities for the Port to provide a service offering. * Assist in commercial negotiations with existing and new Port customers which may include pricing; contract negotiation and an ability to undertake additional value add operations such as supply chain management (i.e. offering road/rail distribution as a one service offering). * Plan and organise own workload to meet objectives, deadlines, budgets, and standards, including given projects. * Represent the Port at events and on trade association bodies to promote general Port commercial activity. * Undertake all other duties commensurate with the role including supporting and assisting the Business development assistant when required. | * Preparation of complex reports, business plans, presentations, and commercial quotations. * Analyse existing markets for trends effecting the Port’s commercial base with a given scope and to identify (through research and analysis) potential new market opportunities for the Port to provide a service offering. * Contribute to commercial negotiations, which could be complex, with existing and new Port customers which may include pricing; contract negotiation and an ability to undertake additional value add operations such as supply chain management (i.e. offering road/rail distribution as a one service offering). * Plan and organise own workload to meet objectives, deadlines, budgets and standards, including given projects. * Represent the Port at events and on trade association bodies to promote general Port commercial activity. * Contribute towards the development of colleagues. * Undertake all other duties commensurate with the role including supporting and assisting the Business development assistant when required. Deputise for the Port commercial manager when required. |
| **Other duties/specific policies e.g. DBS** | * The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies. * The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation. * The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information. * To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council. | * The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies. * The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation. * The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information. * To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council. |

Author: S Richards  
Date: May 2024