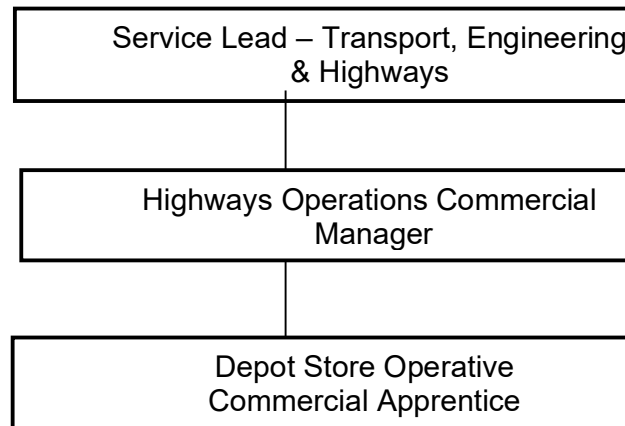




Job Description & Person Specification

Post Title	Highway Operations Commercial Manager				
JE Reference	X208	Grade	I	SCP Range	38 - 40

Reporting line:



Job Purpose:

To lead and manage the commercial services function within the Council's Highways Operation, ensuring the delivery of a high-quality, customer-focused service to both internal and external stakeholders, while maximising the effective use of available resources.

The post holder is responsible for the day-to-day management of commercial activities across the highway and engineering service, ensuring value for money and consistent service delivery.

The postholder will ensure that all working practices comply fully with the Council's financial procedures, procurement rules, and relevant highway legislation. The role also involves maintaining robust financial control, including effective budget management, monitoring of expenditure, and accurate forecasting, alongside providing strong commercial oversight of the team's activities.

Relationships:

Accountable to: Service Lead – Transport, Engineering & Highways

Accountable for: Depot Stores Operative, Commercial Apprentice

General Contacts: The post holder will be in regular contact with Senior Managers, peer professional officers, customers, business, sub-contractors, and partner organisations

Key duties and responsibilities:

1. Ensure all costs are accurately captured, and income is appropriately recorded and recovered from both internal and external clients.
 2. Prepare tender documentation to procure subcontractor services that support operational delivery, including both long-term frameworks and site-specific schemes.
 3. Ensure full compliance with the Council's procurement procedures and governance requirements throughout all aspects of estimating and tendering work.
 4. Evaluate subcontractor tender submissions, ensuring completeness and checking for legal, contractual, and arithmetic accuracy; resolve queries and provide recommendations for award.
 5. Develop, maintain, and manage internal Schedules of Rates for civil engineering works.
 6. Prepare work schedules, bills of quantities, and cost plans in line with agreed Schedules of Rates for both in-house and subcontracted delivery.
 7. Undertake measurement of works for subcontractor valuations and ensure timely processing and payment of invoices in accordance with contractual terms.
 8. Support the preparation and development of the annual service delivery programme.
 9. Oversee projects from estimate through to Practical Completion, monitoring progress against programme and budget and reporting variances.
 10. Set and manage labour targets for in-house delivery teams.
 11. Monitor the performance of the direct labour workforce and provide regular performance reports to the management team to support effective operational delivery.
 12. Prepare, analyse, and present financial and operational performance reports, including monitoring current spend and forecasting future budget positions.
 13. Administer contracts using NEC forms of contract, ensuring compliance with contractual obligations and good commercial practice.
 14. Contribute to ensuring that Highway services are responsive, efficient, and effective, and delivered in line with the Council's Customer Excellence standards.
 15. Undertake any other duties commensurate with the grade and responsibilities of the post.
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General/Corporate Responsibilities:

1. To undertake such duties as may be commensurate with the seniority of the post.
2. To ensure that the Council's corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures.

3. To partake in the Council's and Directorate's staff training and development policies as well as the Council's system of performance appraisal.
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner.
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council's Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives.
7. To ensure the highest standards of customer care are met at all times.
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers.
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual's knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

Last Updated: June 2026

Author: Ross Asadi

POST TITLE	GRADE
Highway Operations Commercial Manager	I

NOTE TO APPLICANTS

Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

CRITERIA	NECESSARY REQUIREMENTS		* M.O.A
	Essential	Desirable	
EXPERIENCE	• A minimum of 5 years' experience of Highway Maintenance commercial works • Extensive cost estimating experience • Proven success in a team working environment • Proven experience in cost management of construction or infrastructure projects. • Strong knowledge of contract administration and Procurement processes	• Worked in Local Government • Relevant experience in a procurement environment and can demonstrate practical application of these skills • Familiarity with NEC contracts	A, I,
SKILLS AND ABILITIES	• An experienced and confident user of PC based IT systems • Ability to write and present information in a variety of formats • Strong interpersonal and communication skills • Excellent presentation skills • Ability to influence managers and stakeholders at both a senior and operational level	• Knowledge and experience of materials and methods used in Highway Construction.	A, I,

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	• Ability to work to changing deadlines and manage conflicting and unpredictable priorities to achieve outcomes • Political awareness • Problem solving ability • Excellent numerical, analytical and communication skills • Good knowledge and understanding of construction related H&S legislation especially CDM regulations 2015, Planning and Consent processes		
EDUCATION/ QUALIFICATIONS/ KNOWLEDGE	• HNC or equivalent in a construction related activity or proven demonstrable experience in a commercial construction setting	• Degree qualification or higher in a construction related activity. • IOSH Managing Safely or similar	A, I, C
OTHER REQUIREMENTS	• Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours • Commitment to own continuous personal and professional development • Strong team player, committed to an ethos of continuous improvement • Proven ability to respond to internal and external pressures of the job including complex customer concerns • Proven ability of ensuring that deadlines are met and work is prioritised accordingly • Mental resilience rather than physical strength or stamina • The ability to meet the travel requirements of the	• Evidence of own continuous personal and professional development	A, I,

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	role		
COMMITMENT TO EQUAL OPPORTUNITIES	Commitment to equal opportunities and the ability to recognise the needs of different	Evidence of having completed training on equality and diversity awareness	A,I
COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE	Commitment to provide a customer-focussed service	Evidence of surpassing customer expectations or service targets / goals	A,I

METHOD OF ASSESSMENT: (*M.O.A.)

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE
R = REFERENCE