



Job Description

Role title	Commercial Manager	Directorate	Property and Asset Management
Level	Staff Member	Department	Asset Compliance

Accountable to	Head of Fire Remediation Projects
Accountable for:	Financial: Overall Programme Value - £120m People: Not applicable

Job purpose:

The Fire Safety Remediation Works is a strategic programme that plays a pivotal role in delivering the vision of Optivo's Building & Fire Safety Transformation Programme, and therefore achieving priority one of our Strategic Plan.

The role of the Commercial manager is to support the new Head of Fire Remediation Projects manage supply chain performance, project financials and scheme changes throughout the life of each project.

The post-holder will also oversee the Strategic Partner's procurement of the supply chain for each scheme, payment processes, track expenditure and ensure VFM.

Principal accountabilities:

To provide support to the Fire Safety Team on all cost management functions including, but not limited to the following:

1.	Collating and integrating all cost data as required for a range of projects.
2.	Undertake valuations to check contractor's invoices and accounts for accuracy and conformity to contracts and make recommendations for payment.
3.	Understanding individual project briefs, delivery strategy and working with the design, procurement and delivery teams.
4.	Prepare monthly cost reports, update on projected interim/final accounts.
5.	Understanding and demonstrating project life cycle cost requirements in day-to-day cost data collection.
6.	Preparing project specific cost plans including detailed and parametric estimation with list of assumption at each design stage.
7.	Measure works where appropriate and to maintain accurate records of progress

8.	Working with the Strategic Partner in the preparation and proofing of detailed specifications and estimating cost.
9.	Monitoring, managing and checking bill of quantity, pre-tender estimation, tender documentation, cost estimation, cost plan and contract package.
10.	Preparing master control sheets for various items with detailed specifications, options of various specifications and method of measurement. Measure works where appropriate and to maintain accurate records of progress
11.	Recommending the mitigation of actions on all commercial risk/claim events at the earliest possible time thus ensuring best VFM.
12.	Supporting the Head of Fire Remediation Projects to manage procurement processes, ensuring that all stages including, pre-qualification, enquiry, analysis, selection and contract preparation are performed effectively.
13.	Taking a lead role in interfacing with business leads, consultants, contractors at all project stages.
14.	Maintaining accurate contract commercial files and cost records.
15.	Managing all commercial correspondence and contractual notices.
16.	Providing commercial and contractual risk advice to the wider team.
17.	Supporting with early warning notices and compensation events/variations.
18.	Participating in contractor performance management and KPIs.
19.	Adhering to all health and safety procedures and ensure teams are aware of expectations.

Relationships:

Internal:

Asset Compliance Team

Property Services

Development Team

Housing Management

Corporate Health & Safety team

Communications Team

Public Affairs & Corporate Research Team

External:

Contractors/Consultants

London & Regional Fire Brigades

Residents

MHCLG

Person specification:

Knowledge, skills and abilities:	
1	<ul style="list-style-type: none"> • Minimum of 5-10 years' experience in cost management • A degree qualification in building, quantity surveying or civil engineering is essential. • Hands on experience of material take off and drawing measurements in AutoCAD and other similar software's. • Procurement experience on large value contracts. • Knowledge of various methods of measurements including POMI, RICS NRM and the like, its usage and applications. • Knowledge of basic conditions of contract and its impact on cost planning and budgeting. • Ability to assess such conditions during preparation of bill of quantities and cost plans. • Knowledge and managing of value engineering and life cycle costing. • Having knowledge of claim assessments. • Good IT skills including ability to use Asset databases, Microsoft Word and Excel • Strong knowledge in IT. • Good understanding of CDM regulations and latest building and fire regulations. • Professional memberships i.e. MRICS is an advantage.
2	<u>Skills</u> <ul style="list-style-type: none"> • Demonstrate understanding of techniques for conflict avoidance, conflict management and dispute resolution procedures. • Has a calm and professional manner coupled with a strong customer service focus. • Excellent financial and numeracy management skills. • Able to absorb complex information and assess requirements readily • Organised and methodical approach to work • Excellent contract management skills • Excellent budget management and controls •
3	<u>Abilities</u> <ul style="list-style-type: none"> • Driven and highly motivated quantity surveyor/commercial manager. • Maintain awareness of the different building contracts in current use. • Understands the implications of health and safety requirements and regulations and their practical application in the workplace and construction site. • Provide advice on contractual claims and disputes • Ability to analyse outcomes and write detailed progress reports • To perform risk, value management and cost control during construction. • Exceptional writing ability and attention to detail. • Able to prioritise to achieve realistic targets and time deadlines • Pragmatic, creative approach to problem solving with emphasis on fast, practical solutions • Able to carry out audits and present findings • Able to show an understanding of, and commitment to, high standards in: resident involvement, equal opportunities and customer care • Have good judgement, to decide when to insist on corrections, when to persuade or negotiate, and when to compromise
<u>Behavioural competencies:</u> I will demonstrate Optivo's C.O.R.E. behavioural competencies at the level associated with my job role. Please refer to our C.O.R.E. competencies grid.	
<u>My health and safety obligations</u>	

In my role I have a duty of care under the Health and Safety at Work Act. This means I will be familiar with the relevant legislation and will work in a safe way. As a staff member I will take responsibility for my own safety as well as my team's safety and work in collaboration with the Health and Safety Officer to minimise any potential risks.

My data protection obligations

In my role, I have a duty to maintain the security and privacy of personal information of residents and colleagues. I will be familiar with the requirements of current Data Protection legislation and will take care to enter accurate, complete and compliant data in to our systems. I understand it is everybody's responsibility to resolve data inaccuracies as and when they are found.

Further relevant information

Travel between sites will be a requirement for this role. Hold a full driving licence with access to own vehicle (Essential).

There may be a requirement to attend meetings and other activities outside of normal working hours.

Adopt and comply with strategy and regulatory requirements, organisational values, policies and procedures, including Health and Safety, Equality and Diversity, Procurement, Data Quality & Assurance, Safeguarding, Value for money.

No Job description can cover every issue which may arise within the job at various times and I am expected to carry out other duties from time to time, which are broadly consistent with those described.