

Commercial Manager

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| <p>What we value at Westminster</p> | <p>Westminster City Council believes in creating a City for All where people are born into a supportive and safe environment, grow and learn throughout their lives, build fantastic careers in world-leading industries, have access to high quality, affordable homes and retire into the community with dignity and pride.</p> <p>We work together to adapt to the changing needs of our communities – resulting in a dynamic atmosphere where ambition, diversity and creativity are celebrated.</p> |
| <p>Our culture</p> | <p>At Westminster we have a culture of openness, transparency and integrity – where everyone has the opportunity to thrive and develop to be the very best.</p> <p>The Westminster Way is the council’s commitment to our staff and is underpinned by three pillars:</p> <ul style="list-style-type: none"> • Personal development: Everyone has talent. We want everyone to thrive at Westminster and so we take the time to nurture talent – coaching and mentoring our people to be the very best. • Value our people and diversity: Everyone is valued. We embrace our differences, to bring new perspectives to the future challenges of our city. • The Westminster Way of working: Everyone is a leader. At Westminster we encourage everyone to develop themselves to have a growth mindset and an outward looking approach to provide the best service to our residents, businesses and visitors. We champion modern and agile working and an open and transparent outlook to the way we work. <p>In order to do the very best for our communities, we believe that our workforce should be representative of the people we work on behalf of, our residents. That’s why at Westminster we celebrate and embrace our differences.</p> <p>We are passionate about creating a workplace where all can thrive, and where every single person has the opportunity to develop, grow and to be valued for their contribution.</p> |
| <p>Portfolio/responsibilities of this role</p> | <p>Working as part of the Council’s Procurement Service you will lead the delivery of high value/more complex or innovative tenders often above existing EU thresholds.</p> <p>This is one of several posts in the Procurement Service that work flexibly to support the commercial needs of the Council. You will demonstrate a high degree of commercial awareness and technical expertise across a wide range of different services or works.</p> |

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| | <p>You will need to build good working relationships with stakeholders at all levels, including commissioners, senior managers, budget holders and other specialists who are involved all stages of the tender process through to contract award.</p> <p>You will be committed to your own professional development and promote good practice within the team and more widely across the business.</p> <p>Specifically, you will:</p> <ul style="list-style-type: none"> • Lead high value/high risk tenders through all stages of the process from initiation (Gate 0) to contract mobilisation (Gate 4). • Provide commissioner or the budget holder with pragmatic and informed advice throughout; • Use your sector knowledge and expertise and desktop research to ensure you understand the product or service you are involved with; • Work collaboratively with legal and other subject matter experts to develop the form of contract, special terms and conditions, KPI's; • Prepare a procurement strategy that describes your procurement findings and recommended approach; • Secure efficiency and other operational improvements from your work; • Understand how sustainability and social value will be secured through the tender process; • Ensure that specifications and desired outcomes are expressed in a meaningful way; • Develop evaluation models to achieve the desired outcome and best value for money; • Ensure compliance with all legal and Council requirements and policies; • Support the mobilisation of the contract prior to handover at Gate 4. • Attend project board meetings as required; • Ensure effective communication and engagement with stakeholders and partners (including external suppliers); • Assess and manage the risk associated with each activity including the development and assessment of the financial robustness of bidders during the tendering process and post award; • Keep aware of relevant policy, best practice and legislative changes; • Be committed to your own professional development and promote good practice within the team and more widely across the business; • Manage your tender using the e-procurement tools used by the council and contribute to its further development; • As part of the procurement strategy develop approaches to ensure a competitive environment for the procurements you undertake. |
| | <p>Budget Responsibilities</p> <p>No budgetary responsibilities. Tenders for high risk contracts above £100k and often more than £20m</p> <p>Staffing: Line management responsibility for staff working as flexible teams to deliver specific projects.</p> |

| | <p>Procurement: Tender values as above (typically managing 6 or more projects at any one time).</p> <p>Other: See above, tenders may contain efficiency or savings targets.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>What do we expect this role to achieve?</p> | <p>Design and management of quotations/tenders to a successful conclusion;</p> <p>Deliver the required service and commercial outcomes within agreed timescales;</p> <p>Enhance the reputation of the Procurement Service and the Council as a knowledgeable and astute commercial operator;</p> <p>Mitigate risk and compliance through adherence with local policies standards;</p> <p>Continuous professional development.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Band/Salary range</p> | <p>Band 4</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Work style</p> | <p>Agile</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Your manager & team</p> | <p>The post holder reports to the Senior Procurement Manager (SPM-1).</p> <table border="1" data-bbox="486 1238 1323 1655"> <thead> <tr> <th>Role</th> <th>Band</th> <th>Posts</th> <th>Structure</th> </tr> </thead> <tbody> <tr> <td>Director</td> <td>6</td> <td>1</td> <td>Director of Commercial Partnerships</td> </tr> <tr> <td>Senior Commercial Manager/Business Partner</td> <td>5</td> <td>3</td> <td>GPH, CMC, ASC,CS,PH, SPM DEL, SPM PPS, SPM CM</td> </tr> <tr> <td>Senior Procurement Manager</td> <td>5</td> <td>3</td> <td></td> </tr> <tr> <td>Senior Commercial Specialist</td> <td>4</td> <td>4</td> <td>SCS1, SCS2, SCS3, SCS4</td> </tr> <tr> <td>Commercial Manager T/S</td> <td>4</td> <td>8</td> <td>CM x 8</td> </tr> <tr> <td>PM Policy Perf & Resp. Proc</td> <td>4</td> <td>2</td> <td>PM PPS, PM RP, PM SYS, PMCM</td> </tr> <tr> <td>PM Systems</td> <td>4</td> <td>1</td> <td></td> </tr> <tr> <td>Contract Manager</td> <td>4</td> <td>2</td> <td></td> </tr> <tr> <td>Senior Commercial Officer T/S</td> <td>3</td> <td>7</td> <td>SCO X 7</td> </tr> <tr> <td>SPO Analyst</td> <td>3</td> <td>2</td> <td>SPO SYS, SPO CSM</td> </tr> <tr> <td>SPO Systems</td> <td>3</td> <td>1</td> <td></td> </tr> <tr> <td>SPO Customer & Supplier Man.</td> <td>3</td> <td>1</td> <td>SPO Analyst x 2</td> </tr> <tr> <td>Commercial Officer T/S</td> <td>2</td> <td>2</td> <td>COI x 2</td> </tr> <tr> <td>PO Contract Management</td> <td>2</td> <td>1</td> <td>PO P&P</td> </tr> <tr> <td>PO Policy</td> <td>2</td> <td>1</td> <td></td> </tr> <tr> <td>Apprentice</td> <td>App.</td> <td>3</td> <td>App1, App2, App3</td> </tr> </tbody> </table> <p>The post holder will typically have up to 5 direct reports (SPO1 or PO1 post holders working on specific projects). The post holder will work within a matrix style of management to secure the input of other stakeholders and support services (particularly legal and finance).</p> | Role | Band | Posts | Structure | Director | 6 | 1 | Director of Commercial Partnerships | Senior Commercial Manager/Business Partner | 5 | 3 | GPH, CMC, ASC,CS,PH, SPM DEL, SPM PPS, SPM CM | Senior Procurement Manager | 5 | 3 | | Senior Commercial Specialist | 4 | 4 | SCS1, SCS2, SCS3, SCS4 | Commercial Manager T/S | 4 | 8 | CM x 8 | PM Policy Perf & Resp. Proc | 4 | 2 | PM PPS, PM RP, PM SYS, PMCM | PM Systems | 4 | 1 | | Contract Manager | 4 | 2 | | Senior Commercial Officer T/S | 3 | 7 | SCO X 7 | SPO Analyst | 3 | 2 | SPO SYS, SPO CSM | SPO Systems | 3 | 1 | | SPO Customer & Supplier Man. | 3 | 1 | SPO Analyst x 2 | Commercial Officer T/S | 2 | 2 | COI x 2 | PO Contract Management | 2 | 1 | PO P&P | PO Policy | 2 | 1 | | Apprentice | App. | 3 | App1, App2, App3 |
| Role | Band | Posts | Structure | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Director | 6 | 1 | Director of Commercial Partnerships | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Senior Commercial Manager/Business Partner | 5 | 3 | GPH, CMC, ASC,CS,PH, SPM DEL, SPM PPS, SPM CM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Senior Procurement Manager | 5 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Senior Commercial Specialist | 4 | 4 | SCS1, SCS2, SCS3, SCS4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Commercial Manager T/S | 4 | 8 | CM x 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PM Policy Perf & Resp. Proc | 4 | 2 | PM PPS, PM RP, PM SYS, PMCM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PM Systems | 4 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contract Manager | 4 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Senior Commercial Officer T/S | 3 | 7 | SCO X 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SPO Analyst | 3 | 2 | SPO SYS, SPO CSM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SPO Systems | 3 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SPO Customer & Supplier Man. | 3 | 1 | SPO Analyst x 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Commercial Officer T/S | 2 | 2 | COI x 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PO Contract Management | 2 | 1 | PO P&P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PO Policy | 2 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Apprentice | App. | 3 | App1, App2, App3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Experience</p> | <p>Has worked in a procurement/finance or commissioning environment;</p> <p>Has developed written statements of requirements, specifications or contracts which contain technical or commercial requirements across a range of different services (or may have specialised in a certain area (such as care services or the built environment));</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>Has a detailed understanding of the end to end process and the key inputs that are required to complete and deliver a tender successfully, including those covered by PCR regulations;</p> <p>Has developed and maintained productive relationships, including those with key stakeholders and external organisations;</p> <p>Has worked in a structured or project-based environment;</p> <p>Worked independently or with others to deliver discreet projects;</p> <p>Has produced written and verbal summaries, including reports that have a strong and compelling narrative;</p> <p>Has strong financial literacy and numeracy and has used analysis to influence outcomes or thinking.</p> |
| <p>Skills & Behaviours</p> | <p>Key skills</p> <ul style="list-style-type: none"> • Proven delivery skills and experience of working to tight, pressurised deadlines; • Highly developed communication skills, the ability to generate insight and value added for the customer; • A heightened commercial acumen; • Excellent written and verbal communication skills including report writing; • Highly literate computer skills particularly MS Office (Word, PowerPoint and Excel). <p>Key behaviours</p> <ul style="list-style-type: none"> • The ability and confidence to work effectively with people at all levels internally and externally; • Customer focus and the ability to build empathy and trust; • The ability to challenge and influence effectively; • Emotional resilience; • Flexibility, creativity and self-motivation; <p>Qualifications</p> <ul style="list-style-type: none"> • A graduate degree, or equivalent/appropriate experience and have or be working towards CIPS level 5/6 or equivalent professional qualification or have relevant experience. • Evidence of continuous professional development. |

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| <p>Corporate standards</p> | <p>Resources / Financial management We expect you to understand budgets, financial management and Governance relating to expenditure decisions and procurement and ensure that they are managed in line with the Westminster Way.</p> <p>Values and behaviours Our values and behaviours are at the heart of everything we do. We expect you to work in this Westminster Way empowering, engaging and encouraging your teammates to deliver our corporate vision.</p> <p>Compliance We expect you to ensure legal, regulatory and policy compliance in area of your specialism, identifying opportunities and risks and escalate/report where appropriate.</p> <p>Equality and diversity We value equality and diversity as a city council and we want you to support and promote this in your day to day work.</p> |
| <p>Additional values and behaviours for Managers</p> | <p>People and Service Management</p> <p>Role model the Westminster Way:</p> <ul style="list-style-type: none"> • Demonstrate inclusive leadership • Take the lead in driving initiatives • Be proactive in being forward and outward looking, by regularly investing in own development. <p>Driving forward performance by empowering staff to take the lead. Setting high standards, encouraging improvement and innovation. Supporting the team to achieve by adopting a coaching style of management</p> <p>Having regular employee led conversations to develop our people – creating a safe environment for learning, taking time to understand their strengths and motivations, stretching them and coaching them to achieve.</p> <p>Managing budgets responsibly – planning, monitoring and adapting budgets to respond to changing priorities.</p> <p>Delivering the Medium-Term Plan</p> <p>Working within the democratic framework - understanding the democratic process and its role in public organisations, anticipating Member needs and responding to their feedback.</p> |