

Role Profile

Part A - Grade & Structure Information

Job Family Code	13BF	Role Title	Senior Strategic Commercial Manager
Grade	PS13	Reports to (role title)	Head of Contract and Commercial Advisory
		Directorate/School	Resources
JE Band	614-734	Service/Department	Procurement
		Date Role Profile was created	Jul-23

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To provide strategic commercial direction and best practice advice for a given Directorate / Service area, reporting directly to the Head of Contract & Commercial Advisory and with matrix accountability to Assistant Director within the service.</p> <p>To understand the key commercial risks across the spend category and ensure that the impact of complex commercial arrangements across the department are robustly managed.</p> <p>To swiftly analyse complex and ambiguous data to provide clarity and unbiased commercial conclusions.</p> <p>To set commercial objectives for a given service area and to develop strategies to meet those objectives.</p> <p>To understand the motivations and behaviours of key stakeholders, suppliers and markets and use this intelligence to inform strategic decision making.</p> <p>To consistently apply contract and commercial management principles within a political and regulatory environment.</p>
Work Context	<p>This role works in the Procurement Service within Orbis, whose partner councils spend over £1.6bn a year on goods, works and services. The department provides high quality professional procurement, commercial, contracting and purchasing services to colleagues and customers both within and beyond the partner authorities.</p> <p>The Contract & Commercial Advisory function provides an advisory service to services across the partner councils. This role is responsible for providing strategic advice to Surrey County Council Directorate and Service leads on all aspects of commercial management.</p> <p>Post holders will need to bring a high degree of commercial awareness and demonstrable relationship management and influencing skills to the role.</p> <p>The Procurement Service has offices in the main locations of our partner authorities, and some flexibility and travel will be expected. Staff will be supported to operate in a flexible way to meet the needs of customers and work demands.</p>
Line management responsibility if applicable	This role may be expected to manage a small team of Contract & Commercial Specialists.

Budget responsibility if applicable	<p>This role has no direct responsibility for major contract spend across the partnership (see context) but will work with and influence stakeholders to deliver high quality services at a lower cost.</p> <p>The role will be expected to deliver annual savings commensurate with the level of contractual coverage</p>
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Identify issues and trends that may have an impact in their area of responsibility to enable appropriate action to be taken. • Lead the development of policy in own area of specialism, contributing to the delivery of organisational objectives. <p>Service Delivery</p> <ul style="list-style-type: none"> • Evaluate existing service provision taking account of feedback and broader external developments, to ensure innovative solutions are proposed to maximise service quality, efficiency and continuity. • Apply specialist expertise and use judgement to make decisions where solutions are not obvious, to deliver services that meet customer requirements and service standards. • Drive change and embed new ways of working to ensure high quality service delivery and value for money. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Develop and ensure implementation of operational plans and play a key role in the formulation of strategic longer term plans for a broader functional area to fit broader functional and organisational strategy. • Lead major programmes and reviews and represent the business area in internal and/or external initiatives to enhance reputation and service delivery. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • Manage allocated budget/resources/funding effectively and flexibly and control all related expenditure to ensure delivery of targets/objectives within budget. • Contribute to resource and budget planning within own area. <p>Work with others</p> <ul style="list-style-type: none"> • Liaise internally and externally at senior levels to ensure the department/service issues are appropriately represented and acted upon. • Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies. <p>People Management</p> <ul style="list-style-type: none"> • Manage a group of staff across a function/service, or as a significant part of a multi-disciplined function to ensure all relevant annual organisational targets and goals are delivered within budgetary/resource constraints. • Lead, motivate and develop individuals using a coaching approach, to better meet current and future requirements. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To be responsible for ensuring health & safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area. To have regard to and comply with safeguarding policy and procedure as appropriate.</p>

Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Degree or equivalent professional qualification plus experience at management level in a specialist area in a demanding business environment. • Extensive knowledge of the principles of change management, project management and continuous improvement, and their practical application. • Authoritative knowledge of the work practices, processes and procedures relevant to the role including broader sector/commercial awareness. • Proven ability to manage budgets and available resources to deliver effective support to their area of responsibility. • Strong written and oral communication and interpersonal skills with high level negotiation and influencing skills, and the ability to work collaboratively with internal and external partners/professionals. • Comprehensive knowledge of computerised business systems. • Proven ability to inspire and motivate others. • Advanced problem solving and analytical skills with the capacity to devise and implement practical and creative solutions. • Proven ability to assess risks and benefits in a complex environment and respond appropriately. • Substantial experience in successful leading, motivating, coaching, mentoring and developing staff.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>Significant knowledge and understanding of the role of commercial and contract management best practice.</p> <p>Good understanding of Public Procurement Regulations and other relevant legislation, and ability to contribute to the development of internal policy.</p> <p>Good experience of standard form contract models such as JCT and NEC4.</p> <p>Strong commercial awareness and application in significant projects and programmes.</p> <p>Understanding of the political context in which the service operates and ability to engage with senior council members</p>
Role Summary	<p>Roles at this level are substantial management roles, they are either managing a multi functional support service within one of the organisation's service areas, or coordinating a specific business development or advisory area.</p> <p>This may involve significant coordination of complex or diverse services, e.g. leading business support services to professional teams, or coordinating teams carrying out specialist advisory or administrative services. More specialised roles will require a full understanding of a professional or specialised field and will work with those both inside and outside the organisation, to influence the development of services or delivery of specific projects or organisational objectives. Their work includes developing and implementing operational plans and contributing to the longer term plans for the area in line with organisational strategy. They will provide overall guidance to more junior managers in terms of planning, service standards and resources which underpin service level agreements. They work closely with customers, staff, agencies and/or contractors to ensure that the services meet and exceed expectations. Roles at this level require extensive management experience and high level expertise. They exercise flexibility and independence for decision making within their particular functional area, working to broad parameters and policy guidance. Roles at this level are accountable for the professionalism of service delivery under their remit.</p>

Reference Number	BM-2023-267
-------------------------	-------------

Copyright © 2019 Surrey County Council