

| Title Property Contracts and Commercial Manager | Department Place | Post Ref. |
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| <p>Job Purpose</p> <p>Provide specialist contractual and commercial support on Schools PFI and commissioned property projects.</p> <p>Provide a high-quality cost management and quantity surveying service on high profile/value projects.</p> <p>Undertake VFM assessments on contract benchmarking and market testing, including new contracts and frameworks.</p> <p>Provide support and guidance to partners and managing partnership arrangements for the delivery of property projects.</p> | | |
| <p>Key Responsibilities</p> <ol style="list-style-type: none"> 1. To support delivery of property projects to the appropriate levels of quality, time, budget and performance. 2. To identify and define opportunities for continuous improvement and transformation, collaboratively with services, and undertake research and analysis to establish their financial feasibility. 3. To support Property Commissioning Team's programme delivery by undertaking discrete pieces of work where increased resources or specialist skills are required to efficiently and successfully progress delivery of projects. 4. Liaise and engage with service providers (Arc and others), to ensure value for money, quality of product and contractual time scales are adhered to. 5. To be commercially astute identifying potential risks, commercial exposure and initiate proactive measures to monitor such risks. 6. Prepare, develop and maintain commercial control and reporting systems, with timely and periodic reporting in accordance with council requirements. | <p>Key Accountabilities</p> <ol style="list-style-type: none"> 1. Main day to day point of contact within the Council relating to schools PFI contractual issues including producing and submitting return to government. 2. Ensuring the schools PFI contractors are performing as required by the contract in delivering services to schools and providing 'best value'. 3. Accountable for the financial interest of the Authority relating to schools PFI contracts. 4. Carry out benchmarking on PFI services, utilities and insurance comparing costs and price to the latest market standards. Negotiate and agree a position which resets prices. 5. Taking daily decisions to ensure successful completion of property projects and programmes within agreed tolerances and escalating issues to the appropriate body once agreed tolerances are breached | |

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| <ol style="list-style-type: none"> 7. Organise pre and post contract quantity surveying duties, including involvement in dispute resolution procedures. 8. To create and secure stakeholder engagement and sign-off for all project and contractual documentation deemed necessary for appropriate governance and benefit realisation. 9. Deliver capital projects to the standard methods of work in relation to measurement, finance and contracts. 10. To provide a high-quality cost management and quantity surveying/ service on specific high profile/value projects as required. 11. To provide oversight and and professional challenge on estimates, cost plans, project programmes and general cost advice and control to the place commissioning group as part of the overall financial management of construction projects. 12. Gathering and analysing construction cost data to benchmark costs, monitor and recommend actions 13. To review contract documents and tender documentation, including Bills of Quantities, for construction projects and checking and evaluating tenders received via partners. 14. To participate in the value engineering process with Arc and other construction contractors and to undertake negotiations in respect of target costs for projects where required. 15. To review and challenge interim valuations, financial statements and final accounts for projects and to manage contractual claims on behalf of the Council. 16. To be a principle point of contact for providing general advice and guidance on cost management and quantity surveying issues affecting the Group including existing, new and emerging working practices and new related legislation | <ol style="list-style-type: none"> 6. Accurate and honest reporting of project commercial status and key risks to the appropriate board along with suggested mitigating corrective actions 7. To manage and supervise staff and resources to ensure efficiency / setting the team direction 8. Building strong working relationships enabling effective and open communication, speedy problem solving and successful collaboration 9. Conduct yourself with integrity and due regard to achieving effective services and value for money 10. Actively contribute to the development of the team, sharing knowledge and learning to increase the effectiveness of the service as a whole, in regard to commercial and other contractual matters. 11. Develop others within the team in being proactive in commercial and contractual matters. 12. Adhering to all relevant Council policies and procedures including the delivery of its policies for fairness and respect including setting high personal standards for yourself and others. 13. To understand the financial systems within the County Council and to be able to use them effectively in the management of projects. 14. To provide specific clear guidance to external consultants and contractors with the cost management and quantity surveying issues in the delivery of projects. 15. To have a knowledge of the different types of building construction procurement, contracts, building technologies |
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| <ul style="list-style-type: none"> 17. Review framework agreements provided by Arc and provide advice and guidance on the use of the contract to maximise value for money for the Council. 18. Review the performance of suppliers particularly in relation to assessing VFM in respect of supplies and services delivered. 19. Monitoring and review the ongoing contractor performance and compliance for schools PFI contracts. 20. Provide effective liaison/communication with PFI providers, schools, officers, managers, elected members of the County Council and other key stakeholders regarding schools PFI contracts. 21. Ensure that ongoing schools PFI projects support and align with the overall corporate objectives of the Council. 22. Responsible for checking schools PFI payment and the adequacy of the reserves regarding future commitments to the schools PFI schemes. 23. To be the budget holder for capital and revenue property budgets as required including schools PFI. 24. To monitor and challenge the delivery of capital projects and programmes 25. Regularly monitor the performance of the Arc to ensure its competitiveness and the delivery of value for money services. 26. Provide the Client representation in meetings with Arc to assess performance and agree strategies for improvement. 27. Deputise for the team manager as required. | <p>and materials, sustainability agenda and statutory legislation regarding property.</p> <ul style="list-style-type: none"> 16. To promote greater standardisation and consistency of design for new construction to deliver high quality and cost-effective buildings with optimum functionality and suitability, but without compromising individual architectural design. 17. To ensure that option appraisals and design solutions recognise and minimise the lifecycle costs of the assets and simplify their routine maintenance and repair. 18. Carrying out benchmarking/market testing of commercial rates and construction costs to ensure 'best value' is achieved 19. Budget holder for capital and revenue budgets as required. 20. Monitor and proactively manage capital programmes ensuring all external contributions are incorporated and statutory and financial returns are completed as necessary 21. Develop and manage key performance data to continuously measure performance and develop methods of benchmarking against the best in other related business sectors. |
| <p>The post holder will perform any duty or task that is appropriate for the role described</p> | |

Person Specification**Education and Knowledge**

1. Educated to at least degree level or present significant relevant equivalent experience (Essential)
2. Hold a Royal Institute of Chartered Surveyor (RICS) accreditation or other relevant professional qualification (Desirable)
3. Considerable and varied experience of successful commercial delivery of projects at all stages, from strategic definition to handover, across projects of varying scale and complexity (Essential)
4. Experience and understanding of effective commercial and contractual management including PFI standard terms and conditions. (Essential)
5. Extensive experience of managing capital and revenue projects and engaging effectively with key stakeholders (Desirable)
6. Practical and applied knowledge of sustainable construction.
7. Practical and applied knowledge of construction Health & Safety legislation.
8. Practical knowledge of option appraisals and feasibility studies.

Personal skills and general competencies

15. Sets an excellent example of customer care for other staff.
16. Effectively sets direction for a team providing motivation for all to deliver high performance.
17. Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness
18. Sets challenging targets for performance for the team as well as delivering a high degree of personal effectiveness
19. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards
20. Takes an active role in managing risk, health and safety and safeguarding issues.
21. A high level of personal drive and integrity, and an understanding of how their personal leadership style impacts on project outcomes
22. To be positive, flexible, versatile and resilient remaining outcome focussed to achieve success

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| <p>9. Demonstrable knowledge of building design principles, technologies and materials.</p> <p>10. Practical knowledge of the National Building Specification (NBS) or equivalent</p> <p>11. Understanding of budget/financial/contract management including the Council's budget cycle and processes.</p> <p>12. The ability to understand, interpret and apply the Council's financial regulations in respect of contract payments including schools PFI.</p> <p>13. Understanding of how to lead and manage change effectively</p> <p>14. Knowledge of the principles of</p> <ul style="list-style-type: none"> • Effective people management • Performance management • Budget management | <p>23. A desire to drive innovation and share knowledge and information to contribute to team successes and achievements</p> <p>24. Prepare for anticipated service needs to provide excellent service continually striving to improve efficiency and effectiveness</p> <p>25. Able to analyse complex data and prepare and present succinct reports to senior officers and elected members.</p> <p>26. Takes an active role in managing risk and health and safety</p> <p>27. Maintain high professional competencies and show a commitment to continued professional development</p> <p>28. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.</p> <p>29. Ability to manage, control and project budgets to a high degree of accuracy</p> <p>30. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available</p> <p>31. Ability to meet agreed objectives and delivery targets by the effective use of resources.</p> <p>32. Ability to work with minimum supervision, be self- motivated and pro-active in promoting improvements in service delivery</p> <p>33. Able to encourage innovation, creativity and new ways of working to deliver large scale cost efficiencies</p> <p>34. Able to make effective use of technology</p> |
| <p><i>Experience</i></p> <p>41. Experience of cost management and/or quantity surveying services for building projects for a wide range of building types and environments.</p> <p>42. Experience of preparing project programmes and interpreting and evaluating tender documentation.</p> <p>43. Significant experience of budget control and financial monitoring.</p> <p>44. Experience of the Microsoft Office or equivalent.</p> <p>45. Experience of building procurement options, contracts and contract documentation.</p> | |

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| <p>46. Extensive experience of commercial management including an understanding of PFI contracts.</p> | <p>35. Able to deliver successfully delivery transformation and change in a complex and political operating environment</p> <p>36. Highly developed in key stakeholder management.</p> <p>37. Well-developed commercial and contractual management and skills and ability to apply current industry standards</p> <p>38. Highly developed negotiation and influencing skills with the ability to build and maintain strong relationships, challenge appropriately</p> <p>39. Ability to analyse, understand and effectively communicate throughout all project phases, including business requirement gathering, design, implementation and close out.</p> <p>40. Able to analyse financial, numerical and other information, to understand and interpret complex issues to determine actions required</p> |
| <p><i>Role Dimensions</i></p> <p>47. Extensive involvement with external contractors and key partners, including PFI providers and funders, and the Councils Design and Build Joint Venture partner, Arc.</p> <p>48. Budget: The post holder will have responsibility for Schools PFI contacts valued at around £20m pa, and indirect responsibility for monitoring, auditing and controlling construction contracts and budgets which are routinely valued in excess of £40mpa.</p> <p>49. Staff: 2 FTE direct reports.</p> <p style="text-align: right;"><i>Please attach a structure chart</i></p> | |

Date March 2019