

JOB DESCRIPTION

JOB TITLE:	Head of Commercial
MANAGED BY:	Director of Infrastructure
GRADE:	HOS-2

BACKGROUND

The West of England Combined Authority is seeking to appoint a Head of Commercial to join the Commercial team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

Lead the Commercial and Procurement Function in the West of England Combined Authority's Infrastructure Directorate. Establish Commercial Management principles and develop Commercial Services as a standalone function within Infrastructure. Provide guidance to the CEO and Directors, on all of our major strategic commercial relationships, driving value for money at the heart of delivery programme.

Lead the investment programme with accountability for developing and implementing the commercial and supply chain management strategy associated with delivering £1billion of Government funding to drive economic growth across the region. This will involve:

- Building and leading appropriately skilled team,
- Setting commercial and supply chain management policy and procedures
- Lead the delivery and review of all our key commercial relationships and frameworks
- Developing contracting strategies and cost models • Undertaking tendering and evaluations for our major programmes

- Negotiating terms and conditions with Strategic Delivery Partners and Tier One Contractors • Oversight of our contract management processes and performance
- Developing supply chain relationships
- Working with the PMO and other Heads of Service to upskill our staff in commercial and procurement principles and procedures

KEY RESPONSIBILITIES

- To lead the development of commercial and supply chain management strategies, policies, and procedures
- To build and lead an appropriately skilled team which provides Commercial services across the Combined Authority
- To establish and embed commercial standards and ways of working in accordance with best practice
- To lead the establishment of effective routes to market, commissioning, and contract management to ensure delivery of successful outcomes
- Oversight of the commercial management for projects delivered by West of England Combined Authority, including cost management and negotiating contracts
- To drive continual improvement in commercial awareness, capability and practice within West of England Combined Authority and our partner Unitary Authorities
- To work with the PMO to support the application of standard Project Management good practice
- Advising the Director of Corporate Investment and Head of Grant Management and Assurance in the review of the commercial aspects of funding requests
- Provide strategic commercial advice to the Mayor and the constituent councils on major procurement activities
- Advising the PMO in the review and reporting of West of England Combined Authority delivered projects, with regard to commercial performance and associated risks and opportunities
- To develop and manage the delivery of effective commercial reporting from project inception to close out, including the identification and mitigation of commercial risk
- To oversee the renewal of the Combined Authorities Procurement Frameworks, including the Professional Services Framework, Transport Operations contracts, setting up a new Strategic Delivery Partner and Tier One Contractor frameworks
- As delegated, negotiate on behalf of the West of England Combined Authority in commercial meetings with partners and supply chain
- Ensuring West of England Combined Authority commercial objectives support the overall corporate programme and business plan, in support of regional priorities
- Supporting the effective democratic process and investment decision making within the West of England through providing an objective commercial perspective
- Supporting and deputising for the Director of Infrastructure and Head of Capital Delivery as necessary

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level in relevant academic subject with significant technical knowledge or have the relevant practical experience to demonstrate a commensurate level of technical knowledge. (e.g., BSc in Surveying)
- In depth knowledge of Government procurements and Green Book procedures
- In depth knowledge of JCT, NEC4, and use of bespoke contracts for capital delivery
- Excellent knowledge of practical and effective risk and change management
- In depth knowledge of UK Civil Engineering Practice design and construction
- Excellent knowledge of UK and EU Public Procurement Requirements
- Knowledge of the requirements of Corporate Health and Safety, and particularly in relation to the delivery of infrastructure projects

Experience

- Extensive commercial management experience in the delivery of large-scale infrastructure and transport major projects (£multi-billion)
- Commercial management of significant construction contracts and negotiating contract changes
- Presenting complex information to a range of key stakeholders to secure buy-in and engagement Experience of establishing and growing both commercial and procurement services, particularly in an infrastructure delivery environment
- Providing coaching and mentoring at a management level to support the embedding of a value for money culture
- A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders

Skills and Competencies

- Leadership Skills and can operate with minimal direction
- Excellent Commercial Management skills including cost control and contract negotiation and management Excellent communicator
- Ability to work in a collaborative way while simultaneously setting direction
- Ability to hold oneself and others to account for delivery
- Ability to independently propose, develop and implement strategies and plans to deliver the West of England Combined Authority's objectives • Understanding of working in a political environment
- Proven ability to provide visible and supportive leadership, empowering, motivating, developing and enabling staff.

DESIRABLE

Experience

- Understanding of local, regional, national and international environment relevant to the post.

Skills and Competencies

- Professional membership of MCIQB or RICS
- Post graduate degree or membership of relevant professional body.

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £14.21 - higher than the government minimum for **over 23s, currently £9.50 per hour**



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.