

Employee		Job Title	Commercial Manager
Department	Commercial	Location	London or Treforest
Line Manager	Senior Commercial Manager	No. of Direct Reports	0-5

<p><b>Job Purpose</b></p> <p>We are a vibrant, forward looking mid-sized business operating in several infrastructure construction market sectors. We are a growing business with strong values and a vision <b>to provide clients with a tailored approach to delivering social value through successful infrastructure projects.</b></p> <p>The Commercial Manager is responsible for all commercial matters from tender stage through to contract completion, it is a great opportunity to have full autonomy and responsibility on projects. Primary duties include optimisation of margin on projects and protecting/mitigation of commercial risk, appointment and management of sub-contractors, client negotiation and management. You will support the project team as required. This role requires leadership skills.</p> <p>We operate in a sector where demand is expected to outgrow supply and where the attraction and retention of good people must be our primary focus.</p> <p>We seek to provide our people with a working environment that is rewarding and challenging, where people can enjoy working, feel valued and develop their skills. Our employees understand and live by our values which breeds passion and quality to the forefront of performance where our culture is fair and good work is rewarded.</p> <p>We have strong desires around delivering a Social Value Impact through our recruitment strategies by aligning our business with strategic sourcing partners such as the military, welfare to work providers, young offender rehabilitation institutions, and youth development charities.</p> <p>We are committed to offering social value support to people from our local communities; you can take part in numerous events to positively impact our communities.</p> <p>BCM are proud and committed to maintaining and building upon our diverse and inclusive culture, ensuring people from all walks of life can add value to our business allowing our employees to thrive.</p> <p>We are a growing business, and we are expanding our geographic footprint from our London HQ. We currently have circa 80 (white collar) full time employees which we envisage growing steadily. However, we plan to directly employ a proportion of our (blue collar) site operatives going forward, to provide more opportunity for a Social Value impact to be landed and allow the business to grow through self delivery by empowering our employees to take pride and respect in the work they do.</p>
<p><b>Key Accountabilities</b></p> <p><b>Project Reporting</b> Responsible for monitoring and managing all project reporting including identification of variances, forecasting, budget and authority in accordance with BCM reporting systems. Effective employment of excel spreadsheets and Evision cost management system to thoroughly report and manage information.</p> <p><b>Governance</b> Responsible for establishment &amp; implementation of commercial governance within the project team. Focus on processes for variations, claims, internal costs and commercial risks.</p> <p><b>Contract</b> Expert in administration of the contract, ensuring mitigation or swift and effective resolution of disputes. Responsible for pro-active monitoring, administration and successful negotiation of change to and from all stakeholders to the advantage of the business. Management of early warning notices, change requests and associated registers and trackers.</p> <p><b>Financial</b> Responsible for project margin returns in-line with business expectations. Ensure development and delivery, in conjunction with the construction team, of robust contract programmes &amp; budgets. Responsible for maximisation of cashflow and creation of accurate applications for payment within contractual timescales.</p> <p><b>Sub-contracts</b> Provide support to the negotiation and agreement of sub-contract arrangements to minimise risk and maximise the advantage to the business. Measure, package, procure and manage sub-contractor's accounts, to ensure competitive rates and prices. Ensure prompt processing of payment certificates and invoices.</p>

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**Procurement**

Provide expertise, during tendering and procurement, regarding the drafting and negotiation of contract types and mechanisms. Contribute towards development of supplier and sub-contract frameworks.

**Tendering**

Lead in the tender vetting process to ensure all developing business opportunities and bids meet agreed commercial criteria, including profitability and risk minimisation.

**Health and Safety**

Control and champion health and safety on your project, specifically using competent and sufficient personnel, sub-contractors and suppliers. You have a target AFR which if achieved will demonstrate to others that you are committed to safety.

**Information Technology**

Effective, regular use the BCM Evision information management system and encourage the use of the IMS throughout the teams according to set standards.

**Business Development**

Develop relationships with new and existing clients to expand future work-banks, identifying opportunities for growth through new contracts, variations and business relationships.

**IMS Processes and Procedures**

You are required to comply with all IMS Core policies, procedures and associated forms relevant to your role. Procedures include (but are not limited to) the following:

- Commercial and Procurement
- Subcontractor Management

**KPIs**

You will support and help the company achieve the KPI's as defined within the Sustainable Business Plan.

**Job Requirements**

**Experience:**

Commercial management of £multi-million construction contracts.  
Commercial management in infrastructure construction sectors such as - rail, highways, civils, electrification and power.

**Technical Proficiency:**

Can formulate, present and manage high-value contract variations and claims through to client agreement. Excellent verbal and written communication skills. Ability to negotiate and influence decisions. Can read, interpret and measure construction drawings. Understanding of contract law. Comfortable undertaking complex Excel and Word tasks.

**Additional Skills:**

A flexible approach to travel to construction sites and meetings over a wide geographic area, at a range of times, occasional unsociable hours.

**Competencies & Training Requirements**

**Qualifications**

Formal qualification, ideally at degree level or above, in Quantity Surveying or a relevant commercial/construction subject. A member of or working towards an appropriate professional qualification/membership (RICS/CIOB).

**BCM Leadership Behaviours (for any role):**

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- **Lead by Example** - demonstrate the BCM Leadership Behaviours, drive excellence, be a role model, challenge yourself and others.
- **Go Above and Beyond** - stretch yourself and others, use can-do and proactive approach, create innovative solutions and opportunities for business development.
- **Better Together** - take others with you, listen, be supportive, leverage diverse knowledge and expertise, have aligned objectives, recognise achievements and celebrate success.
- **Stick to the Agenda** - understand broader impact of your decisions, align actions with our Core Values and Strategy.
- **Build Trust** - always deliver on your commitments in an honest and transparent manner.
- **Improve Continuously** - invest time and effort into your development, ask and provide candid feedback, share your knowledge, best practices and lessons learned.

**About us**

BCM Construction are an inclusive organisation and equal opportunities employer. We are committed to providing an environment free from discrimination, bullying, harassment or victimisation, and where all employees are treated with respect and dignity. We aim to create a culture of diversity where all employees are valued for their contribution and individuality, and where everyone has an equal chance to succeed.

**Declaration**

*By signing this Job Description, I confirm that I have been briefed and understand its content and will carry out my work in strict accordance with BCM Policies & Procedures, in conjunction with any additional clients' requirements.*

Name:			
Signature:		Date:	

**Deputising Duties**

*The undersigned have been briefed and understand the above job description and responsibilities. I will undertake these duties in the event of the absence of the above Manager (subject to any constraints listed below).*

Name	Position	Location	Date Briefed	Signature