



Coventry City Council

Job Description

Post:	Strategic Commercial Lead	Job Number:	
Service:	Transport & Highways	Post Number:	
Location:	Friargate	Grade:	SM1

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

To lead and manage the Transport & Highways Division on all commercial and contractual aspects of construction.

To provide high level, specialist technical advice, analysis and scrutiny to the Director and senior management team in relation to contracts, funding and management of high value, complex major projects, to protect the Council's interests, resources and reputation.

Commercial management of the various major projects across the division, providing the necessary pre and post contract quantity surveying and commercial scrutiny to ensure robust value engineering and value for money.

Main Duties and Responsibilities:

To lead on the contract and commercial management of large scale and high value projects across the division, providing in depth scrutiny and challenge to ensure legal compliance and value for money.

To provide expert specialist technical forensic quantity surveyor and commercial management skills to deliver strategies and contracts by providing robust pre and post contract commercial management, which will support the project goals and objectives.

To pro-actively identify funding opportunities for major transport schemes from central government, Devolution Deal, Growth Deal and other funding bodies and take a lead on the preparation of funding bids and business cases.

To lead on the delivery of divisional KPIs and objectives such as savings in total cost of ownership, value engineering and safety performance.

Management of various project teams to ensure compliance with procurement and contract rules and legislation.

To be responsible for the management of financial and human resources for the work areas, projects and programmes,

To contribute to the strategic management of the council, leading, championing and supporting cross directorate, corporate and partnership working. Working at all levels across the West Midlands and Nationally, promoting Coventry and the city's development.

Provide excellent communication, presentation and negotiating skills and be confident in liaison at all levels.

Ensure the efficient and effective use of financial resources, demonstrating sound financial management to ensure cost effectiveness and value for money in the delivery of projects.

Promote good external relations in the interests of the Authority by representing the Authority at national, regional and local levels.

To prepare and present reports to a range of meetings including Cabinet, Cabinet Member, Scrutiny Board and political group meetings deputising for the Director of Transport and Highways as required.

To develop stringent audit and monitoring policies and processes to ensure funding, procurement and construction regulations are adhered to and recorded in order to protect the Council against financial clawback.

Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: Various projects teams both internal and external

Responsible to: Director of Transport & Highways

Date Reviewed: February 2022

Updated: February 2022



Coventry City Council

Person Specification

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Service:	Transport & Highways	Post Number:	
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Area	Description
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Knowledge:	<ul style="list-style-type: none">Expert knowledge and extensive experience of forensic quantity surveying and associated legislation
	<ul style="list-style-type: none">Expert knowledge and extensive experience of commercial management
	<ul style="list-style-type: none">Expert knowledge of construction/consulting procurement
	<ul style="list-style-type: none">Expert knowledge of relevant construction legislation

Skills and Abilities:	<ul style="list-style-type: none">Experienced in network and strategic relationships, and able to use technical knowledge to challenge and drive best value.
	<ul style="list-style-type: none">Proven strong commercial acumen with well-developed interpersonal, problem-solving, communication and negotiation skills with
	<ul style="list-style-type: none">High level analytical skills
	<ul style="list-style-type: none">Experienced in all aspects of project and programme management
	<ul style="list-style-type: none">Able to translate highly complex technical concepts and share information effectively with a range of audiences.
	<ul style="list-style-type: none">Successful management of large and diverse project teams
	<ul style="list-style-type: none">Financial and human resource management

Experience:	<ul style="list-style-type: none">Highly experienced with NEC3 / 4 and other contracts
	<ul style="list-style-type: none">Demonstrable experience delivering large projects/programmes of work.
	<ul style="list-style-type: none">Extensive Local Authority experience

Educational:	<ul style="list-style-type: none">Appropriate specialist, professional or postgraduate qualification
	<ul style="list-style-type: none">Membership of a relevant professional body

Special Requirements:	
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Date Reviewed: February 2022

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