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| **Company Name: VolkerFitzpatrick Ltd** | |
| **Business Unit: All** | **Contract No & Name:** |

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| **Role:** | Framework Commercial Manager | **Reports to** (Business)**:** | Senior Commercial Manager |
| **Location:** | MFF Anglia Region | **Reports to** (Function)**:** | Senior Commercial Manager |
| **Current Job Holder:** |  |

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| **Overall Role Purpose:** |
| Working with the Framework Director, the Framework Commercial Manager has full accountability for the successful delivery of the Multi-Functional Framework with Network Rail. This includes the full range of business activities from business development, work winning, staff selection and development, project or framework delivery, client and subcontractor relationships to external representation of VolkerFitzpatrick and in particular providing a high level of commercial and contractual support to the business. |

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| **Key Accountabilities:**  (describe the key tasks and responsibilities the job-holder has on an on-going basis) |
| **1.GENERAL:**   |  |  |  | | --- | --- | --- | | **1** | **Strategic Objectives** | * Manage the 5 C’s (VolkerFitzpatrick Business Drivers) | | **2** | **Commercial** | * Ensure each project within your region / remit, effectively manages all commercial and contractual matters which includes forecasts, cost / value reporting, change management, procurement, identification and management of key risks & contractual disputes and to maximise profitability and cash flow. | | **3** | **Resource Management** | * Right people, right place / Subcontractor selection & management / Training and development | | **4** | **Leadership** | * Visible leadership and provision of support to ensure that the Visions and Values of the business are adhered to and effective development of staff is undertaken | | **5** | **Safety** | * Exemplar advocate of IIF and safety without compromise | | **6** | **Quality** | * Demand a right-first-time approach for all sectors of the business and promote the company’s best standards and practices. |   **2. MFF SPECIFIC**   * Efficiencies – capture, report * Network Rail cost reporting * Work Bank – reporting on MFF schemes – likelihoods, etc. * KPI’s – capturing data to support and maintain reporting * Final Accounts – ensuring close out of final accounts to timescales in KPI * Training & Communication – organisation of commercial training for MFF as required * Unit Rates and Volumes – capturing cost information and reporting updated rate information to NR * Risk and Opportunity Management – leading the way across the framework in ensuring risk and opportunity management is adhered to * Key Supply Frameworks – management of framework issues with key suppliers (Atkins, VolkerRail) * Visualisation Meetings – ownership (with NR) of the commercial board at Vis meetings * 4 Weekly Reviews – undertaking the 4 Weekly Reviews of each project with Network Rail * Governance – ensure correct governance is followed with regards budget estimates, authority papers, contractor’s submissions, PTC submissions and change control   **3. TENDER:**   * Accountable (together with the Regional Director) for maintaining a forward workload plan with sufficient high calibre, suitable opportunities to sustain the business unit at its target size and growth plans. * Establish and maintain effective client relationships that develop, repeat, work-on-work, negotiated or framework opportunities. * Provide and direct suitable commercial resources that reduce commercial risk and maximise potential opportunities in work winning bids. * Provide personal commercial input to tender settlement including but not limited to   Programme review  Preliminaries (staff, attendances, etc.)   * Support all post submission tasks required to convert tender into an award. * Assess the Main Contract conditions and advise on risk and scope areas including timely production of the QMF-082 * Assess sub-contract packages for incorporation into the main tender when required. * Assist the Bid team as required.   **4. PRE-CONSTRUCTION:**   * Manage and oversee the production of the Procurement Schedule * Ensure that the employees allocated to the project understand all aspects of the project (especially contractual) and that they make effective use of the tender handover. * Ensure that the employees allocated to the project understand and are aware of the tender book allowances, risk and scopes. * Manage and oversee the production of the first profit and loss forecast and draft margin improvement plan of each project in tandem with the Regional Director for the commercial strategy and targets. * Manage and oversee the production of the first subcontract / consultancy agreement of each project and ensure that the Procurement Strategy and processes are undertaken in a timely manner   **5. CONSTRUCTION:**  **General**   * Undertake ‘Health checks’ for every live project on a monthly basis as a minimum with particular focus on change management and adherence to notifications required under the Contract * Check suitability and effectiveness of project strategies being implemented. Redirect as appropriate and support team by identifying true priorities. * Report project and business unit status to Divisional MD and Divisional Commercial Director as required but on a monthly basis as a minimum * Communicate business critical information to project teams as directed. * Carry out line management approvals as required by management systems. * Proactively engage in extra-curricular activities that require VolkerFitzpatrick representation. * Manage recruitment for business unit and assist with allocation of internal resources * Maintain collaborative links in to key suppliers and designers to maximise win-win opportunities at all stages. * Ensure that the client aspirations are understood, met and exceeded * Ensure consultant relationships are professional and productive   **The Team**   * Ensure staff are aware of their roles and responsibilities with particular reference to VolkerFitzpatrick’s commercial interests and are aware of their role within the project team. Backfill any gaps and complete actions personally. * Help to maximise staff morale * Developing and mentoring members of staff at all levels * Ensure succession plan for key roles is in place and assist with training and development of key staff. * Positively performance manage delivery teams ensuring continued improvement is ‘built-in’. * Ensure effective and appropriate communication between all members of staff.   **6. OTHER :**   * Being aware of and actioning any potential business development opportunities * Support and develop the whole team in their general commercial awareness * Promote equal opportunity, inclusion and diversity in recognition of the differences that exist between all peoples‘ irrespective of race, colour, religion, nationality, ethnic origin, sexual orientation, gender including transgender, age, disability, marital status including civil partnerships or part-time status |
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| **Interfaces:**  Definition of the mutual expectations between roles that are interdependent and have points of interface. Think of the key processes in which this role is involved and the interfaces within this. | |
| **Internal Contacts** | **External Contacts** |
| Directors and Senior Managers | Clients |
| Contracts Managers | Professionals/Design Consultants |
| Site Management and Personnel | Suppliers |
| Administration Support Team | Subcontractors |

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| **Delegated Authority:**  (the decisions that the role holder is allowed to make) |
| Authorised and empowered to make decisions on VFL behalf within scope of roles and responsibilities  Communicate with line managers beyond a need to know basis to avoid surprises. |
| **Limits of Financial Authority:** |
| Unplanned costs must be pre-approved  Other limits to be agreed with Divisional MD or Divisional Commercial Director |

**Career Path Information**

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| **Required Qualifications / Expertise:** |
| Essential:   * A degree in Quantity Surveying or alternatively a degree in building / construction or civils engineering and relevant experience obtained within the Construction Industry as a Quantity Surveyor for a minimum of 10 years * An ability to identify problems and build relationships   Desirable:   * An accredited course by the Royal Institution of Chartered Surveyors (RICS), the Chartered Institute of Building (CIOB), the Chartered Institution of Civil Engineering Surveyors (ICES) or the Chartered Institute of Building (CIOB). |

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| **Key Competencies Required for this Career Level** | |
| **Technical** | **Behavioural** |
| Excellent commercial and contractual skills | Ability to work under pressure and produce accurate time critical information |
| Ability to enable improvement and change | Attention to detail |
| Supportive | Desire to make a difference |
|  | Good communication skills |

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| **SAFETY RESPONSIBILITY STATEMENT:-** |
| * Take responsibility for my own safety, and the safety of others who may be affected by my actions or non-actions * Report any concerns regarding any aspect of health and safety to my line manager. * Wear, check and ensure that any PPE provided is used as instructed and kept in a good clean condition and any defects reported to my line manager * Take appropriate action to remove, if competent to do so or report any hazards identified in the workplace to my line manager * Report all accidents, incidents & close calls to my line manager * Carry out my duties in a safe manner and in accordance with any information, instruction and/or training I have been given. * Use any work equipment in a safe manner, for the purpose for which it is designed and in accordance with any written procedure, operating instruction or manufacturer’s handbook and report all defects to work equipment to my line manager * Use any chemicals or substances in a safe manner and in accordance with the COSHH assessment, manufacturers’ instructions and any information, instruction and/or training I have been given. * Not damage or misuse any item provided for safety. * Comply with all company and site rules relating to Health & Safety |
| **Please note: This Job Description is not exhaustive and staff will be required to undertake duties other than those listed:**  **Agreed copy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature Name Date** |