

## Job Description

**Post Title:** Utilities Commercial Manager

**Directorate:** Delivery Directorate

**Reports to:** Utilities Lead

**Direct Reports:** Up to 3

**Key relationships:** Delivery Directorate Delivery & Portfolio Units, TfWM programme/project sponsor teams, Midland Metro Alliance, local authorities, TfWM Directors and Heads of Service, TfWM Network Resilience team, utility providers & utility contractors

### Role Summary

The Utilities Commercial Manager will manage and oversee the commercial elements of contestable and third party non-contestable utilities works for major capital projects within the Delivery Directorate at Transport for West Midlands (TfWM), ensuring that all projects are delivered successfully, to agreed scope, on-time and on-budget.

TfWMs £2.2Bn capital programme covers major road, metro and rail infrastructure, all with significant impacts on utilities and statutory apparatus. The Utilities Commercial Manager will develop commercial and procurement strategies and budget manage delivery programmes for utilities works with an estimated annual spend of c. £10m.

The Utilities Commercial Manager will hold technical commercial expertise in utility related programmes as part of major infrastructure projects. Working in a cross-functional fashion across the Delivery Directorate, they will be responsible for advice on all commercial matters throughout the design and delivery phases of infrastructure works.

### Responsibilities

- Manage and oversee the financial and commercial aspects of utility works associated with the construction of major road, rail and metro projects with an annual estimated spend of c.£10m.
- Work collaboratively across TfWM and Statutory Undertakers, key stakeholders and the wider supply chain to deliver the utilities elements of major infrastructure projects in line with the requirements of the relevant Programme Boards.
- Be responsible for commercial management of significant procurement packages through to final certification including change control and management with the area teams.
- Provide technical commercial input across the supply chain within a procurement and commercial context to manage and mitigate the financial and programme impacts of utility works to programmes. This will include supporting procurement and commercial strategies for contestable works, dispute resolution, contract management/change control and highways approvals/NRSWA.
- Work alongside the Delivery Unit and the Transport Portfolio Office within the Delivery Directorate to contribute commercial advice and apply innovative thinking in managing the utilities impacts in detailed design, helping to achieve cost and programme efficiencies and deliver best value.
- Work with the responsible teams and individuals required to obtain internal and external approvals where required and facilitate negotiation of key agreements.

- Direct the activities and performance of consultants, professional services suppliers and contractors to ensure that utility works, cost, land referencing, surveying, ground investigation, construction are progressed in a timely, efficient and cost-effective manner.
- With support from finance and commercial colleagues, manage budgets and ensure that financial administration, monitoring and reporting is of the highest standard and that appropriate financial scenarios can be tested.
- Ensure that lessons learnt as part of the post project review within the gated project lifecycle process are recognised and implemented as appropriate in development and delivery of the project portfolio going forward.
- Report project progress to senior project sponsors.
- Highlight key risks within the advanced utility schedule and supporting the project team to mitigate.

## Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>	<b>Assessment Method</b>				
<b>Experience</b>	E	D	App*	Int**	Other***
Managing Local Authority powers and processes.	X			X	
Leading commercial aspects of utility related projects or works for major infrastructure projects	X		X		
Procurement and development of commercial strategies for contestable utilities works, including tender development, NEC contract management and early contractor involvement	X			X	
Partnership working within a multi-disciplinary organisation and to collaborate both internally and with external organisations to manage major infrastructure projects		X			
Managing key stakeholders both internally and externally		X			
Commissioning technical services through the procurement and management of the supply chain		X	X	X	
Collaborative working with Statutory Undertakers in managing the impacts, and diversion, of utilities associated with major infrastructure projects		X		X	
<b>Skills/Knowledge/Abilities</b>	E	D	App	Int	Other
Excellent communication skills, both written and verbal	X			X	
Demonstrable and thorough working commercial knowledge of NEC4 and NEC3 contract options, as well as procurement and management processes.	X			X	
Ability to effectively manage large project budgets and project finances including forecasting and reporting	X			X	
Excellent partnership-building skills developed in a political environment.		X		X	
<b>Qualifications/ Professional Memberships</b>	E	D	App	Int	Other
An appropriate degree level qualification or appropriate alternative. e.g. Civil Engineering, Highways or Building.		X			
Appropriate professional memberships e.g. APM, ICE, CIHT.		X			
PRINCE2 Practitioner (or equivalent).		X			
Relevant CSCS Card		X			

\* Application

\*\* Interview

\*\*\* Details will be shared at interview stage

### **Core Expectations**

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

<b>Value</b>	<b>Competency</b>	<b>Behaviour</b>
Collaborative	Team Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

### **Health and Safety**

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

### **Equality and Diversity**

To promote and champion equality and diversity in all aspects of the role

### **Learning and Development**

To participate in and take responsibility of any learning and development required to carry out this role effectively.

### **Performance Management**

To actively engage in the performance management process and take responsibility for managing performance outcomes.

### **GDPR (General Data Protection Regulation)**

To ensure the reasonable and proportionate protection, processing, sharing and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

### **Other**

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis.