

**Job Description:**

**Assistant Commercial Manager**

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| Function: | Technical Services – Healthcare | |
| Position: | **Assistant Commercial Manager** | |
| Job holder: |  | |
| Date (in job since): |  | |
| Immediate manager  (N+1 Job title and name): | Commercial Manager | |
| Additional reporting line to: | N/A | |
| Position location: | Wythenshawe Hospital, Southmoor Road, M23 9LT | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | |
| * The Assistant Commercial Manager will report directly to the Commercial Manager. * The post holder will work with and support the Commercial Manager. * Deputise for the Commercial Manager, as required. | | |

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| 5. 2. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * To assist with the management of sub-contractors including tender documentation, analysis of tenders and reports. * To assist the Commercial Manager in advising the Head of Technical Services on Commercial, Contractual and Financial matters. * To assist the Commercial Manager in Managing Minor Works / Capital Works issued by the Trust, SMHL and Sodexo. * To assist the Commercial Manager with the pricing of Trust Change Notices (TCN’s) and Trust Variation Orders (TVO’s) including pricing, implementation/mobilisation, CAFM asset change management and commercial reimbursement. * To assist the Commercial Manager advising on methods of procurement of all works services. * To assist the Commercial Manager with Life Cycle Asset Management including the production of reports/business cases. |

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| 5. 2. Main assignments continued. |
| * To assist the Commercial Manager with Life Cycle Asset Replacement. Including developing the clients brief, client liaison, contract action, selection and award of contractors, project management/administration of design teams and construction, handover procedures, extension of time award and administration of The Construction (Design and Management) Regulations 2015. * To assist the Commercial Manager in ensuring key contract deliverables are completed such as Annual Capped Sum Report, Annual Life Cycle Report, Annual Balancing Statement and weekly Cost Reports. * To assist the Commercial Manager in the production of the Monthly Management and Performance KPI Reports. * To assist the Commercial Manager in advising on Contractual matters as and when necessary. * To assist the Commercial Manager in seeking and identifying new work/revenue opportunities and pricing, negotiating and implementing such opportunities accordingly. * To assist the Commercial Manager in liaising with off-site Financial Management support to set, monitor and manage annual financial budgets. * To assist the Commercial Manager in liaising with off-site Procurement and Vendor Management Teams as required. * Liaise with all staff at the Trust and SMHL both verbally and in writing. * To assist in ensuring that the Business Management system is complied with at all times. * To undertake all additional duties and responsibilities as instructed by senior management * Deputise for the Commercial Manager as required. * Assist the Trust in reducing healthcare associated infection by being familiar with the Trust’s Hand Decontamination Policy, attend mandatory induction training and be compliant with all hand hygiene standards at all times. * You are responsible for your own Health and Safety and that of your colleagues. |

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| 2. 3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Xxxx * Xxxx * Xxxx |

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| 4. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Build stakeholder relationships in the spirit of partnership, trust and collaboration. * Completion of all activities to required timescales. * 100% statutory compliance within area of responsibility. |

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| 2. 5. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
| * Xxxx * Xxxx |

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| 6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position. |
| * Have suitable qualifications/experience in Quantity Surveying/Facilities Management appropriate to the role. Have experience in Facilities Management delivery. * Possess a commercial and procurement grounding in the construction/maintenance field. * In addition to this the person should be familiar with PFI contracts and the delivery of facility management services within this framework. |

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| 2. 7. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
| Commercial Manager  Assistant Commercial Manager  Head of Technical Services |

**Levels**

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Received:

Date:       Date:

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Job holder Immediate Manager