

Job Description: Commercial Manager



Function:	Healthcare Finance
Job:	Commercial Manager
Position:	Commercial Manager
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Paul Hiatt, Commercial & Compliance Director
Additional reporting line to:	N/A
Position location:	No Fixed Location

1. Purpose of the Job

- Overarching purpose is to protect Sodexo's interests commercially and contractually in all Soft FM matters.
- Formulating Sodexo's opinion and strategy on approach to clients including direct communications, plus informing internal stakeholders and operational site directors
- Creation of business cases including risk sharing/allocation between parties

2. Dimensions

	EBIT margin:	5.9 %			
	Net income growth:	tbc		Outsourcing growth rate:	n/a
	Cash conversion:	tbc		HR in Region	n/a

3. Organisation chart



4. Context and main issues

- Protect Sodexo's interests commercially and contractually.
- A strong negotiator with a distinct ability to interpret and amend legal documents including a comprehensive understanding of PFI projects and process
- Work closely with Healthcare's legal representatives to ensure that risks are caveated and that the contractual Deeds of Amendment and particularly changes to Contract Schedules are appropriate and workable
- Adept at dealing with difficult circumstances regarding disagreements and disputes

5. Main assignments

- Formulating Sodexo's opinion and strategy on approach to clients including informing internal stakeholders and operational site directors
- Creation of business cases and solutions including risk sharing/allocation between parties
- Represent Sodexo as part of the commercial management team in client facing meetings with commercial considerations
- Control contractual negotiations together with legal representation
- Collaborate with operational colleagues and other members of the Commercial department to ensure that all commercial and contractual matters are understood
- Collaborate with other Commercial Managers within the Commercial Department to ensure that grey areas of responsibility are being effectively covered.
- Build and maintain excellent relationships with key internal and external stakeholders
- Seek and co-ordinate input where necessary from other areas of the business

6. Accountabilities

- Optimise Sodexo's financial position by a combination of risk mitigation and successful commercial negotiation
- Ensure contractual documentation, in particular Schedules, are drafted in accordance with negotiated commercial parameters
- Strong internal communication to ensure all parties are aligned on commercial strategy, approach and responsibilities

7. Person Specification

- Qualified Professional (Accountant or Lawyer) with 5 years minimum PQE in a commercial management role.
- A strong negotiator
- Commercially and financially astute with a strong understanding of PFI and risk
- Able to work independently, flexibly and professionally building relationships with key stakeholders.
- Able to communicate effectively with colleagues and senior managers / directors.
- Excellent literacy and numerical skills.

8. Competencies

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|---|
| ▪ Growth, Client & Customer Satisfaction / Quality of Services provided |
| ▪ Rigorous management of results |
| ▪ Brand Notoriety |
| ▪ Commercial Awareness |

9. Management Approval – To be completed by document owner

Version	1.0	Date	January 2022
Document Owner	Paul Hiatt		

10. Employee Signature

Signed		Date	
Name			