

Aspire Job Description

Job Title:	COMMERCIAL MANAGER – PFI Contract POSITION ID: CA042 and Governance
Entity:	ASPIRE DEFENCE SERVICES LIMITED (ADSL)
Location:	ABC, Tidworth
Reports to:	Head of Commercial
Key Purpose of the Role:	A key member of the Commercial Team, able to support senior management and the head of department with providing advice on contractual obligations, commercial issues, contractual interpretation and commercial risk management. Able to develop, implement and maintain internal commercial processes and procedures to support this
Key Responsibilities:	<ul style="list-style-type: none">• Work with the Head of Commercial on the development, implementation and maintenance of ADSL commercial policies, processes and procedures• Responsible for the production and maintenance of a Contract Obligations Tracker• Responsible for ensuring compliance with non-operational aspects of the contract, including the issuing of notices to the Authority and Project Co in a timely manner• Act as a key point of reference for the business and provide commercial support in day to day activities. To include, but not limited to, providing contractual interpretation and guidance.• Draft and negotiate contract terms and conditions, including leases, as required by the business.• Develop commercial relationships with the key subcontractors (Sodexo and MUJV) in order to ensure/demonstrate contractual compliance and resolve commercial risks and issues in an appropriate and timely manner.• Implement, develop and maintain interface points with other key central support functions including Finance, Procurement and Quality Management.• Take steps to ensure that commercial disciplines and culture are accepted and implemented within ADSL.• Provide regular reports to the Head of Commercial and other key stakeholders in a concise, insightful and intelligent format• Develop and manage internal key metrics as appropriate. Monitor

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and track all commercial activities and ensure that delivery is in line with agreed SLAs for own team.

- Undertake any related tasks as requested by the Head of Commercial...

Qualifications

Essential:

- Educated to degree level in a relevant discipline
- Post graduate study in relevant discipline

Desirable:

- Membership of professional body

Experience & Knowledge:

Essential:

- Commercial/legal lead on a PFI/PPP contract or similar
- A background of contract management and governance in PFI/PPP or similar contracts (preferably Defence).
- Ability to identify and manage non-operational contract obligations
- Experience of developing and delivering commercial policies and processes.
- Implementation of contract governance procedures
- Excellent knowledge and application of contract law

Desirable:

- Experienced in benchmarking and market testing exercises

Skills:

- Have proven excellent analytical skills
- Excellent attention to detail.
- Have proven ability to understand a complex services business and the relevant commercial and financial drivers.
- Ability to articulate detailed legal/technical provisions in concise, non-technical terms.

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- Experience of developing and delivering commercial strategy with strong business acumen and excellent negotiation skills
- Proficient in the use of Microsoft Office products, including Word and Excel
- Commercial awareness across all business operations coupled with strong financial management skills is essential.
- Ability to work independently and as part of a team
- Ability to plan and prioritise activities and close out in a timely manner
- Real attention to detail with the ability to produce consistent high-quality work within acceptable timescales.
- Ability to carry out research projects, analyse results and present them in a concise, insightful and intelligent format

October 2020

Date: