

## Aspire Defence Limited Job Description

Job Title: **PFI Commercial & Compliance Support Manager**

Division: Aspire Defence Limited (ADL)

Location: Tidworth (SP9 7QD) with occasional travel to PAC sites and London.  
Flexible home working.

Reports to: Head of Commercial, ADL [with task reporting line to FM Assurance Manager]

### Key Purpose of Role:

- Enhance commercial efficiency, ensure strong adherence to contractual and assurance processes, assist with risk management, and support the fulfilment of ADL's commercial obligations.
- Provide high quality commercial, administrative and governance support to the Head of Commercial, FM Assurance Manager and wider ADL Executive.
- Support operational and compliance assurance activities of the SPV.
- Performance monitoring and commercial oversight of the PFI project against contract deliverables.

### Key Responsibilities:

#### Commercial Support

- Assist the Head of Commercial in preparing commercial reports, briefings, and recommendations for the Executive
- Support the development, implementation and maintenance of commercial policies and procedures
- Conduct data gathering, analysis and preparation of commercial documentation to support decision making
- Assist in the administration of insurance renewals, claims processes, and associated documentation
- Maintain clear document and version control for commercial files and contract documentation, held within ADL's document management system (Affinitext)
- Support negotiations with suppliers, advisors, and other external stakeholders by preparing materials, maintaining logs, and tracking actions
- Support the Head of Commercial on contractual matters or broader commercial aspects of the SPV business

#### Contract and Assurance Management

- Monitor FM performance against contractual PIs and service standards
- Support the FM Assurance Manager in auditing FM systems, processes and quality management arrangements
- Conduct systematic evaluation of audit evidence to support compliance monitoring and hand back readiness
- Validate service scoring and identify areas where performance should be challenged

- Review non-compliance and audit observations; record, track and follow-up corrective actions to resolution
- Work with Finance colleagues to review the UP process, validating payments, performance deductions and service variations
- Evidence and maintain clear audit trail in preparation for third party audits
- Support the Construction Assurance Manager in reviewing specification and quality of construction activities against the *Contractor's proposals*

#### General

- Review and maintain contract documentation, registers, trackers, and commercial databases to ensure accuracy and readiness for assurance activities
- Prepare presentation materials, dashboards, and reporting packs for SMT and Executive meetings
- Provide clear, evidence-based reporting to the SMT and Executive
- Contribute to the development of improved systems for contract management, assurance, reporting, and commercial governance
- Liaise with internal teams including Construction, FM assurance, Lifecycle, and Finance to gather information and ensure alignment
- Uphold ADL's Vision and Values in all activities

#### **Qualifications:**

##### Essential

- General educational qualifications to Level 3 or above (A level or equivalent)
- Strong organisational and administrative skills
- Ability to obtain MoD SC clearance within 3 months
- Full driving licence

##### Preferable:

- Working towards membership of a relevant professional body (e.g. IACCM)

##### Personal Competencies:

- High commercial awareness and attention to detail
- Strong analytical and data-handling capability and accuracy
- Excellent written and verbal communication
- Ability to work proactively and independently
- Strong ICT skills (Excel, Word, PowerPoint essential, Power BI desirable)
- Integrity, discretion, and professionalism
- Team oriented and collaborative
- Ability to manage multiple deadlines simultaneously

#### **Skills & Experience:**

##### Essential:

- Experience in one or more of the following areas: PFI, quality, estates, FM, asset management or compliance environments
- Ability to interpret contracts, legislation and regulatory requirements
- Understanding of basic contract principles
- Understanding of performance monitoring and auditing

- Experience supporting commercial, procurement, legal or contractual functions
- Confident communicator with the ability to challenge constructively
- Strong reporting and stakeholder management skills

Preferable:

- Exposure to PPP/PFI contracts or long-term structured contractual environments
- Knowledge of Quality management systems (e.g. ISO standards)
- Experience supporting public-sector clients or regulated industries
- Understanding of infrastructure, construction, or FM services

**Package:**

- Competitive salary (based on experience but £45-50k (2026))
- Benefits aligned with ADL employee package
- Training and development support