

Job Description

Job title	Commercial Lead – Connect Programmes
Department	Estates, Finance
Grade	FA8

Job purpose (a brief summary of the role)	To lead the development and provision of cost management services for the Connect Programmes. Taking the lead in ensuring consultancy services are managed within current Estates and Financial procedures and ensuring delivery of full cost management and commercial/contract support services to the Connect Programmes. This is to include feasibility assessment, preconstruction and construction phase cost management services.
Duties and responsibilities	The role will work alongside the Director of Construction who has delivery responsibility for the Connect Programmes. The role will work in tandem with external cost and commercial consultants contracted to provide the requisite assurance and services to enable the programmes to be delivered by construction management and design and build methodologies. The role will also align with internal team resources assigned to the programmes, these will include Capital Project project management, Procurement, Maintenance and Design Engineers. The role will also have significant interaction with external contractors regarding commercial terms, conditions and performance. Responsibility for provision of cost/cashflow management services into the Connect Programme: • Provision/review of periodic cashflow forecasting for all projects within the Connect Programmes • Development and maintenance of a process for the assessment of lifecycle costs from the inception through to completion of projects • Management of the change control process including evaluation of value-engineering • Provide construction cost advice into the Capital and revenue 5-year planning process including building cost models for the Social Sciences, STEM and Renewable Energy Centre new builds. ○ Undertake feasibility cost studies based on designs received from in-house design teams and external consultants. Provide clear accurate cost information and insight to inform decision making and value for money. • Communicate cost, cashflow and commercial information clearly and effectively to project and programme stakeholders, highlighting key variances, risks, opportunities and recommendations to support informed decision-making. Responsibility for provision of commercial/contract advice, management, and assurance for the Connect Programme. Including: • Choice of contract forms and preparation of contracts with internal and external consultants to ensure contract forms/terms are appropriate for all projects/activities. • Consulting with the University's in-house legal team and instruction of external solicitors to obtain specialist legal advice.

- Being the lead authority in construction contract selection and implementation, acting as internal expert and supporting colleagues across the programme.
- Ensure all contracts are executed in a timely manner whilst also communicating key contract terms to appropriate stakeholders within the University.

Responsibility for commercial and cost reporting, performance assurance and risk management for the Connect Programmes. Including:

- Delivery of commercial and cost reporting, providing clear visibility of financial performance, forecasts, risks and opportunities.
- Providing commercial assurance and challenge on the performance of contractors and consultants, highlighting key commercial risks, cost pressures and areas requiring management attention.
- Supporting programme and project teams with commercial insight, ensuring cost, change, commitments and forecasts are appropriately managed and reported.
- Providing commercial input into governance and senior management reporting, ensuring key commercial issues and emerging risks are identified, escalated and addressed.

Responsibility for the development and implementation of effective procurement strategies for professional services and construction activities. Including:

- Developing procurement strategies that are commercially robust, deliver value for money and comply with University Financial Procedures.
- Working in partnership with internal and external procurement and tendering specialists to develop appropriate procurement and tendering approaches.
- Providing commercial and technical input into procurement route selection, ensuring approaches are aligned with programme requirements, risk and market conditions.
- Supporting the effective delivery of procurement activities, ensuring appropriate governance, approvals and stakeholder engagement are maintained throughout the process.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Use of construction contracts and their administration	A & C
E2	Construction procurement and project management	A & C
E3	Construction technology, building design & specifications (including National Building Specification (NBS))	A & C
E4	Construction legislation, as client and designer	A & C
E5	Cost management, value management and value engineering	A & C
E6	Life Cycle cost assessment	A & C
E7	Possess a detailed knowledge of the construction process underpinned with expertise in Quantity Surveying.	A & C
E8	Excellent interpersonal and communications skills, with the ability to explain/present complex information. Develop internal and external relations, motivate, develop and encourage performance in others and the ability to negotiate and persuade at a high level.	A & C

Desirable Criterion No.	Desirable Criterion Description	Measured by
D1	IT based project planning and reporting systems (MS Office suite including Excel and MS Project)	A & C
D2	IT based estimating systems including BCIS online and other widely used industry packages	A & C