

Role profile

Role title	Commercial Manager
Reports to (role title)	LGV Portfolio Director

Role purpose

Reporting to the Head of Strategic Projects, the role is to manage the design & delivery of all projects that come in under the Strategic Land & Projects Department at Treveth, ensuring that they are delivered to an exemplar standard, whilst complying with the agreed timescales, budget forecasts and aspirations set out in the project brief & delivery strategy.

The core element of accountability is to lead and manage the detailed design and integration of individual projects into the masterplan by leading the design and project management teams.

Dimensions

Deliver

- Reporting to the LGV Technical Lead & supporting Programme and Project Managers to provide financial assistance for the development of the design & construction of the Langarth Garden Village programme including housing parcels, parks and open spaces, district heating & various infrastructure projects ;
- Prepare & manage monthly cost reports & cost projections for multiple projects including providing cashflow forecasts & variation management reports
- estimate material quantities, costs, labour and time as necessary;
- Oversee the preparation of bills of quantities & works schedules by external consultants;
- prepare and negotiate industry standard forms of contract documents, with particular experience of NEC contracts, working within the constraints of associated procurement rules
- prepare and assess tender enquiries for construction projects ensuring value for money on the project;
- Managing external cost consultants as necessary;
- Perform risk and value management & prepare & manage risk & opportunity registers as necessary;

- Undertake cost analysis for future repair and maintenance work to inform the costs for the future Stewardship organisation;
- procure and assign work to contractors & subcontractors – overseeing their work at all stages & agree monthly or stage payments; value completed works (final accounts)
- managing the preparation of design and construction programmes/ schedules; Knowledge of MS Project an advantage.
- advise on contractual claims and disputes.
- Lifecycle costing analysis

Technical Understanding

- Understand the implication of change & design on a project
- Ensure projects meet legal, quality and safety standards;
- Experienced in client, consultant and contractor facing roles and working as a member of a busy team.
- Experience of preparing public sector business cases, presenting a robust and detailed assessment of policy, finance and risk.
- Understanding of the Cornwall residential property market preferred but not essential
- Previous experience in public sector projects preferred but not essential
- Groundworks & civil engineering experience preferred but not essential

Accountabilities

The duties and accountabilities may vary from time to time without changing the general character of the role or the level of responsibility entailed. Individual objectives will be agreed

- Holder of CDM Client Duties including PCI, ensuring health & safety responsibilities are always considered including site inspections.
- Manage the project (and project teams) to work within agreed financial budgets and ensure cost control.
- Deliver high standards of design and ensure that design teams follow the aspirations of Treveth and the specific masterplan project brief and vision.
- Manage the project to ensure that agreed programme deadlines are met.
- Assess and control risk.
- Continually promote and personally operate in an ethical manner, conforming to all business procedures and practices
- Manage the Procurement & Legal process and carry out due diligence where required.
- Manage and instruct consultants, reports, and surveys.
- Oversight of contractors and the implementation of infrastructure
- Communicate with and manage integration of Statutory Authorities and Utilities
- Provide monthly reports to the project/ portfolio director and undertake team briefings.

- Review Employer’s Requirements and ensure the project meets the set targets.
- Review the Construction Package including oversight of supply chain, construction information and value engineering.
- Provide support and input into development proposals, assisting the development surveyor with working up planning proposals for new land assets to ensure best return

Corporate accountabilities

- **Information security and governance**
Manage information in line with Treveth policies, procedures, and guidance on subjects such as Data Protection, confidentiality, information security and sharing, the information lifecycle and data quality, to ensure compliance and efficient and effective information governance.
- **Safeguarding**
Maintain awareness of Treveth policies and practices regarding the safeguarding of children, young people and/ or adults who may be at risk. Report concerns/ allegations in accordance with corporate guidance and procedures
- **Equality & Diversity**
Work to eliminate unlawful discrimination, harassment and victimisation and report incidents as they occur. Treat everyone with dignity and respect and ensure individual’s needs are met. Challenge inappropriate behaviour and language constructively, advising on alternatives so the opportunity for change can be considered.
- **Customer Experience**
Drive to continually improve customer satisfaction and maintain a clear and consistent focus on delivering outstanding customer experience.
- **Health, Safety and Wellbeing**
Proactively manage health and safety risks and lead on the creation of a positive health and safety culture to safeguard the health, safety and wellbeing of yourself and others. Understand your health and safety responsibilities and lead on compliance with council policy and procedures.

Knowledge, skills and Experience Required

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- Significant knowledge and experience working within the development and construction industry, managing complex major projects and multiple project programmes or portfolios.
- Strong leadership capabilities with the ability to energise and align people to deliver outstanding performance.
- Commercial and financial awareness with experience of contract management on major complex multi-million-pound projects.
- Demonstrable risk & opportunity management skills.
- A strong team player, able to offer a 'hands-on' approach and get things done within a matrix organisation.
- Degree or equivalent within a construction & development related discipline with membership of a related profession.