



## **JOB DESCRIPTION**

**JOB TITLE:** Director of Commercial

**DIRECTORATE:** Transformation and Resources

**GRADE:** SM3

**DIRECTLY RESPONSIBLE TO:** Corporate Director, Transformation and Resources

**DIRECTLY RESPONSIBLE FOR:** Traded Services Business Unit

### **MAIN PURPOSE OF THE JOB**

1. To develop Trafford Council's potential to generate new income streams through trading services and products, ensuring a consistent organisational approach is taken.
2. To work with service managers to develop their market readiness and accelerate their plans to trade, co-ordinating and strengthening existing trading activity.
3. To support the implementation of identified trading opportunities and support Council staff to improve their commercial skills and awareness.

### **MAIN DUTIES**

1. Establish and lead on the development of a sales and business development strategy for the Council.
2. Proactively develop and maintain strong, effective relationships with new and existing key customers and Service Leads; working in partnership to maximise income generation opportunities and business growth for our traded services.
3. Establish and maintain the business unit as the contact point for all traded services.
4. Lead on commercial tendering opportunities for new contracts including the development and submission of bids, presentations and written proposals.
5. Lead through personal example, open commitment and clear action, actively contributing to strategic, corporate and service policy and decision-making, ensuring a positive approach to valuing diversity resulting in equality of opportunity, access and treatment in service delivery and employment.
6. Work with Service Managers to undertake research relating to competition, prices and place in order to have a clear understanding of the market.

7. Develop a set performance standards with clear criteria and reporting dashboards for the services provided.
8. Ensure that the Business unit is strongly customer focused in all its activities.
9. Keep up to date with existing and emerging national, regional and local policy and funding developments, joint ventures and other delivery models to ensure that Trafford is at the forefront of innovative thinking on service design, commissioning and delivery.
10. To lead the business unit to ensure that corporate targets and outcomes are achieved on time, on budget and to a consistently high standard in line with Council financial regulations and human resources policies.

### **Health and Safety**

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees

### **Equalities & Diversity**

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

### **Customer Care**

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

### **Training and Development**

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

### **Policy**

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance

### **Confidentiality**

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.



**PERSON SPECIFICATION**

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**DIRECTORATE:** Transformation and Resources

**GRADE:** SM3

**STAGE ONE:** Disabled candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT *
<b>1. Qualifications/Training etc.</b>	
Business degree or equivalent relevant professional qualification.	A&C
Evidence of continued relevant professional development	A
<b>2. Experience</b>	
Significant experience as a leader in a commercial environment;	A&I & AC
Evidence of embedding a commercial, client focused approach to all business processes and activities.	A&I & AC
A track record of development of business opportunities leading to positive financial outcomes.	A&I & AC
A demonstrable understanding of financial, legal and procurement issues in the context of public sector commercial agreements.	A&I & AC
Exceptional relationship building, relationship management and negotiation skills, with demonstrated ability to influence and persuade at the highest level;	A&I & AC
Experience of strategy development and implementation/business planning	A&I & AC

in a fast paced environment, including preparing and managing complex budgets, and analysing complex management information;	
Experience of leading multi-disciplinary teams and evidence of delivering corporate objectives on time, on budget and to consistently high standards	A&I & AC
<b>3. Knowledge</b>	
Working knowledge and practical experience of project procurement' processes, tools and techniques, including EU Directives, tendering / re-tendering procedures, HMT guidance; supplier relationship management methodologies, and knowledge of generic programme and project management methodologies e.g. PRINCE2/AGILE	A&I
Previous experience/knowledge of public sector commercial and procurement activities particularly in a large programme environment	A&I
Clear and demonstrable understanding of business principles, economic drivers and commercial skills	A&I
<b>4. Skills &amp; Abilities</b>	
Excellent communication, inter personal and presentation skills	A&I
Very strong business and commercial skills	A&I
Strong partnership skills whilst ensuring that Trafford's interests/ priorities delivered at all times	A&I
Ability to work successfully in a political environment and clear understanding of context in which the job is delivered	A&I
Evidence of successful budget management and associated performance	
Management of conflicting priorities and timescales	A&I
Creative, entrepreneurial self-starter with initiative, confidence, drive, and flexibility to deal with unexpected situations or last-minute changes in a dynamic organisation	A&I

#### **Method of Assessment**

**A** = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview,

**P** = Presentation, **T** = Test, **AC** = Assessment centre

Date prepared/revised: 21/12/16