

Job Title	Commissioning Manager
Division/Location	Evolve Norse Ltd
Reporting to	Commercial Director
Weekly Hours	37 hours per week
Grade/Salary	EM / Circa £55,000 per annum

Job Description
The Role:
The Commissioning Manager is responsible for the delivery of the successful tiered commissioning model that provides access to high quality internal and external consultancy skills and resources at pace, whilst ensuring the commercial success of operations.
Main Responsibilities:
<ul style="list-style-type: none"> • Providing inspirational leadership, management, and direction in a manner consistent with the Group's values and policies. • Leading, mentoring, training, and managing a team of commercial staff. • Assisting the Operations Director and Commercial Director in the development of the annual business plan. • Ensuring accurate data collection and submission in shareholder financial cycles. • Successfully delivering the tiered commissioning system and the key client and supplier interface for the agreement of project briefs, fees, and performance. • Proactively engaging with clients and suppliers, ensuring a positive experience that promotes the business. • Leading the commissioning of consultancy services and overseeing activities for procurement compliance, contractual adherence, performance management, commercial reconciliation and validation. • Ensuring robust commissioning workflows, processes, standards and reports are in place to effectively deliver Tier 1, 2 and 3 services and managing the development and maintenance of this commissioning toolkit. • Working closely with the Commercial Director to develop a collaborative and mixed economy approach to service delivery, embedding a culture of continuous improvement throughout all tiers of the supply chain. • Championing the triple bottom line of economic, environmental, and social benefits through business transactions and in their engagement with stakeholders. • Advising on procurement strategy and ensuring the client receives value for money. • Providing specialist advice on commissioning / contract management and leading on consultant contract negotiations. • Embedding the operational consultant team/s providing a seamless experience to the client. • Establishing, monitoring and reviewing performance measures (KPIs) that are specific, measurable, attainable, resourced and at the required frequency. • Monitoring and measuring the performance of each project/supplier through management of KPIs and determining improvement plans as necessary. • Utilising the client DPS system (and/or any other local/regional/national frameworks as needed) to drive commissioning process efficiencies and achieve consultancy service outputs that meet and exceed client expectations with regards to time, quality, and budget constraints . • Managing a repository of information and intelligence on regional/national frameworks available at any one time to the client for direct award. • Ensuring that all documents are filed and archived in a way that is easily accessible ensuring adherence to document retention policies and GDPR.

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Approved by HR Director:		Date :	

- Maintaining training records for and proactively looking to enhance knowledge and application of ethics training modules such as money laundering.
- Keeping abreast of client policies, strategies and initiatives and seek ing to incorporate them into commissioning processes ensuring relevance and alignment of operation to client priorities.
- Achieving innovation, social value and the use of low carbon technologies/sustainable practices, the impact of which can be measured and demonstrated as part of the commissioning process.
- Participating in regular market engagement events stimulating the local market, encouraging new entrants, and improving supplier diversity.
- Sharing learning and experiences with the client and collaborating to further develop the potential of the existing DPS arrangement and design/launch DPS+ from a strong knowledge and experience base.
- Supporting Norse Group and Evolves business development strategies and activities.
- Ensuring technical integrity of work being carried out by the commercial team on the client's Pro Contract and DPS systems.
- Fee earning at 80% and contributing to the achievement of business plan objectives and targets.

Other Duties

The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager, including:

- Carrying out duties appropriate to the grade of the post, including frequent travel to other offices as required.
- Promoting continuous improvement and delivering demonstrable high-quality products and services which embrace quality standards.
- Demonstrating personal commitment to the Norse Way CSR Strategy.

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	Bachelor's Degree or equivalent in a Quantity Surveying / Project Management related discipline	Essential	AF
	Holds a current site card or is prepared to immediately attain	Essential	AF/I
	Familiar with relevant construction, health and safety legislation and the risks and hazards associated with asbestos	Essential	AF/I
	Understanding of Commissioning, Commercial Risk Management and Financial Management	Essential	AF/I
	Understanding of money laundering, health and safety and GDPR legislation	Essential	AF/I
	Professional chartered membership of the Royal Institution of Chartered Surveyors or equivalent	Desirable	AF
	Prince 2 Practitioner or equivalent	Desirable	AF

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Experience	Extensive experience in a similar or related role	Essential	
	Previous management experience	Essential	
	Significant experience in commissioning work within the Built Environment sector	Essential	
	Strong understanding of appropriate contract types in relation to the work to be commissioned	Essential	
	Experience of pricing consultancy and construction works	Essential	
Skills/Abilities	Proficient in the use of Microsoft Office Suite	Essential	
	Demonstrable success in securing new business opportunities	Essential	
Other Requirements	Full UK Driving Licence	Desirable	

General

Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.

We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Quality – We strive to deliver outstanding quality and make business excellence the standard by which we measure ourselves.

Innovation – We embrace new ideas and have the courage to be creative so our services are delivered in the most effective and safe way possible.

Respect – We value everyone as an individual. We respect their rights, life choices and the personal contribution they make to our business success.

Trust – We want to be a trusted provider, partner and employer, recognising that to do so, our word must be our bond. If we say we will do something, we do it

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Key Competencies – Internal Use Only

Improving for excellence	Level 3	Commercial focus	Level 3
Drive for results	Level 3	Customer focus	Level 4
Effective decision making	Level 3	Managing positive relationships	Level 4
Thinking with vision	Level 2	Leadership and development	Level 3

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