

Role profile

Job title:	Commercial Operations Manager
Grade:	DM
Discipline:	Business Infrastructure - Administration

Role purpose:

The Commercial Operations Manager will be responsible for all the leadership and direction of the Team, while managing all aspects of finance for Project Services including purchase orders, invoicing, income and cost reconciliation, reporting and forecasting.

Accountabilities:

- 1) Provide robust financial monitoring and predictions for Project Services and support other departmental directors.
- 2) Provide leadership and direction to the team.
- 3) Carry out monthly invoicing of fees to ensure maximum income generation for project services department.
- 4) Assist the relevant Director in developing the annual financial Business Plan while also ensuring that financial targets are achieved.
- 5) Assist managers with resource management ensuring effective and commercially viable deployment of resources using resource management tools.
- 6) Assist with fee bids and also ensure that historic data is maintained.
- 7) Manage any consultants or specialist services provided.
- 8) Carry out duties appropriate to the grade of the post, including occasional travel to other offices as required.
- 9) Inspire a culture of excellence and continuous improvement, ensuring the delivery of demonstrable high quality products and services which embrace quality standards.
- 10) Demonstrate personal commitment to the Norse Way CSR strategy.

Qualifications:

- 1) HNC/HND or equivalent in a related discipline and/or can demonstrate significant relevant experience – Essential
- 2) Bachelor's Degree or equivalent in a Business Management or Property Related discipline or be working or prepared to work towards – Essential

Skills and knowledge:

- 1) Extensive experience in a similar or related role – Essential
- 2) Management experience - Essential
- 3) Proficient in the use of Microsoft Office Suite – Essential
- 4) Experience of resource management – Essential
- 5) Excellent numeracy and analytical skills – Essential
- 6) Excellent communication and negotiation skills - Essential

Competencies:


Improving for excellence	Level 3	Commercial focus	Level 2
Drive for results	Level 3	Customer focus	Level 3
Effective decision making	Level 3	Managing positive relationships	Level 3
Thinking with Vision	Level 1	Leadership and Development	Level 2

General:

Role Profiles are a reflection of the character and work priorities at a given point in time and it 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 1998 and with any policy introduced by the Company to comply with the Act.

Creation date: 1 st May 2016	
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This role profile has been reviewed and validated by the Group Director – Human Resources.
Last modified: 23rd December 2016