

Job Description and Person Specification

Assistant Commercial Manager

A Lambeth to be proud of



Job Title: Assistant Commercial Manager
Grade: PO2
Directorate: Housing
Division: Housing Services
Business Unit: Commercial Services
Reports to: Commercial Manager

Context

Lambeth's Housing Directorate is navigating significant challenges due to the ongoing housing crisis, rising financial pressures, and new regulatory demands. The volume of disrepair claims, often driven by Claims Management Companies and no-win no-fee solicitors, is compounding these challenges and leading to significant legal costs. At the same time, we face higher expectations for improving housing quality, driven by legislation like Awaab's Law and changes in building safety regulations.

The Assistant Commercial Manager will play a key role in supporting cost management, ensuring value for money, and helping the Council meet these challenges while improving service delivery.

Job Purpose

Assist the Commercial Manager in the provision of cost management, forensic audit, procurement and contract administration services on a range of contracts across Housing Services.

Monitor Housing Services budgets and assist with preparing reports on expenditure in accordance with contractual and pricing frameworks. Help develop budget profiles according to spend patterns and work with the Commercial Manager to prepare financial reports for senior management teams and Cabinet.

Responsibilities

1. To assist the Commercial Manager with monitoring and analysing expenditure and budget commitments and providing timely accurate reports, cashflows and forecasts for management use. Identify where savings can be made.
2. Providing contract scrutiny, cost management and quality audit services for the Council.
3. Process variations and instructions according to agreed timescales and contract requirements.

4. Analyse payment applications submitted by contractors/service delivery partners to ensure they are in accordance with pricing frameworks and value for money requirements.
5. Help assess and action claims for loss and expense and extensions of time submitted by service delivery partners.
6. Review capital expenditure and assist with the preparation of periodic capitalisation reports.
7. To assist with life cycle costing exercises to ascertain planned and cyclical maintenance programmes. Help administrate planned and cyclical programmes ensuring all notices, payment applications, valuations and variations are handled in an effective manner.
8. Prepare schedule of rate usage reports and help prepare year-end and final account assessments.
9. Prepare and process purchase orders.
10. Assist with the payment application process across a range of Council contracts and ensure that all contract notices are correctly issued according to contractual and statutory timescales. Liaise with finance, IT and procurement colleagues as necessary to ensure payments are made according to agreed contract timescales.
11. Prepare regular interim valuations for contracts in progress, facilitate payment processing and maintain records of all valuations. Ensure financial control of contracts and provide detailed cost monitoring reports as necessary.
12. Work collaboratively with the design / project management team regarding changes to the scope and scale of proposed Council projects and adjustment of budget estimates and cash flow forecasts in light of the agreed changes.
13. Validate contract prices and apply any indexation provisions as necessary including the prices proposed for uploading on the Council's procurement, asset and housing management systems as necessary.
14. Resolve cost related disputes and provide all necessary evidence to support such resolution or escalate as appropriate.
15. To evaluate data on projected and achieved programme and projected and estimated costs and changes to them over time, challenging data where appropriate, and reporting the refined data so that the overall programme can be managed.
16. Assist with preparing final accounts, periodic and year-end assessments – commercial model related reviews including but not limited to assessing social value contributions, key performance indicator deductions, agreeing schedule of rates and price per property / void reviews. Assist with assessing any claims, liquidated ascertained damages, set-off payment entitlements as appropriate.

17. Assist with producing tender reports recommending the most suitable option(s) for the Council.
18. Assist in the preparation of bids for income generating opportunities for Housing Services.
19. Undertake research and benchmarking of construction and maintenance costs to establish the market value of existing contracts. Carry out pricing and contract reviews.
20. To provide day to day support and advice to colleagues in matters pertaining to commercial and contract management.
21. The post holder will be required to conduct site visits and inspections and any other duties within the scope of an assistant cost management / quantity surveying role and occasionally be required to attend off-site evening meetings.
22. To work flexibly in undertaking the duties and responsibilities of this job, and participate as required in multi-disciplinary, cross-departmental and cross-organisational groups and task teams.
23. To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others, Management Compliance Charter, Environmental Policy, Data Protection Act, Single Equalities Scheme, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.
24. Take responsibility, appropriate to the post, for ensuring compliance with council policies and procedures aimed at promoting and safeguarding the welfare of vulnerable children and adults.
25. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.
26. To undertake any other duties that may be required. These may be varied from time to time to meet the needs of the service.

PERSON SPECIFICATION

Assistant Commercial Manager (PO2)

<p>It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Tick" (✓) on the person specification when you complete the application form.</p>	Shortlisting Criteria
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For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.

Qualification	Q1	A relevant degree or professional qualification relating to services within the remit of the role.	✓A
Key Knowledge	K1	Knowledge of construction contract administration and commercial good practice in relation to housing repairs and maintenance.	✓A
	K2	Demonstrable understanding of the risks associated with large commercial contracts and appropriate mitigation measures.	✓A
	K3	Possesses strong business acumen and commercial awareness.	✓A
	K4	Knowledge of the financial, legal and social environments in which an inner-London local authority operates.	✓A
Relevant Experience	E1	Experience in construction, housing, finance or law.	✓A
	E2	Good analytical and numerical skills and the ability to work with large volumes of data.	✓A

Core Values and Behaviours		<p>Equity</p> <ul style="list-style-type: none"> • Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter. • Ensure fairness and justice is at the heart of my decision making and support to my team and others. • Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do. 	
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		<ul style="list-style-type: none"> • Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part • Take positive action to ensure everyone in my team has opportunities to learn and grow at work • Encourage everyone to be themselves at work and value who they are • I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals. 	
		<p>Kindness</p> <ul style="list-style-type: none"> • Treat each member of my team with respect and dignity just as I would want for myself. • Encourage each member of my team to do their very best work and am available to them to provide support and guidance. • Personalise my support to each team members and look out for them, lending a hand wherever I can • Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together • Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard • Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals. • Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth. • Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions. 	
		<p>Accountability</p> <ul style="list-style-type: none"> • I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way • I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives. 	✓A

		<ul style="list-style-type: none"> • I ensure my team plan ahead, getting the basics right and take swift action when problems arise • I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others. • I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track. • I share my learning, knowledge and skills with others through coaching and mentoring and encourage others to do the same. • I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do. • I encourage my team to learn and grow and ask questions to find the information they need to do their jobs 	
		<p>Ambition</p> <ul style="list-style-type: none"> • Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do. • Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved. • Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together • Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes • I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities. • Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries. • Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth. 	