

Job Description

West London Waste Authority

Job title:	Commercial Manager
Responsible to:	Procurement and Contracts Manager
Responsible for:	n/a
Main job function:	Managing the procurement of short and medium-term contracts to meet the changing waste management needs of the six Borough Partners. Delivering value for money services within relevant legislative requirements, identifying, and developing relationships with new suppliers.
Salary:	PO2–PO3 £34,886 - £40,866 per annum (incl. London weighting)
Budgetary responsibility	Assisting the Procurement and Contracts Manager with tendering and managing contracts worth c. £10m per annum.
Basic hours:	36 hours per week
Principal location:	WLWA Unit 6 Britannia Court, The Green, West Drayton UB7 7PN

Duties and Responsibilities:

1. Support the procurement of new contracts, by providing procurement and technical advice during the development of specifications and the evaluation of tenders.
2. Support the implementation of the Procurement Strategy, and develop procurement documentation and reports.
3. Develop relationships with suppliers through site visits and networking.
4. Support management of contractor relationships across a diverse portfolio of West London Waste contracts in line with agreed procedures to ensure the contract performance levels, contractual obligations and commercial principles are delivered.
5. Undertake the day-to-day management of waste contracts, dealing with queries and resolving issues as they arise, attending formal contract review meetings and providing advice to suppliers in respect of how WLWA manages its contracts.
6. Understand the future needs of the constituent boroughs and ensure the procurement programme and annual budget reflects future requirements.

7. Create business cases for improved services and develop into procurements and new contracts to support the development of joint initiatives across the Authority's six Boroughs.
8. Ensure that the Contract Register is up to date.
9. Support the Contracts Manager with the development of Business Plans, Annual Reports, and Committee reports including provision of statistical and management information, making recommendations and providing professional support and advice.
10. Manage soft market testing meetings, dialogue meetings and procurement meetings with potential suppliers. Report and recommend outcomes of procurements for decision by the Procurement Review Board.
11. Ensure all responsibilities are met in an effective and efficient way and in accordance with WLWA's key objectives.
12. Demonstrate a commitment to own personal and professional development and to developing and coaching others.
13. Champion diversity and equality in all aspects of service delivery and people management.
14. Promote a positive image and uphold the reputation of the West London Waste Authority.
15. Undertake any other duties commensurate with the grade of the post, as may be required from time to time, including working from different locations, attendance at meetings outside of normal working hours and supporting activities that cover all of the WLWA work.
16. The post holder must be willing to undergo checks by the Disclosure and Barring Service (DBS).

West London Waste Authority is continually reviewing its structures and ways of working to provide the best services possible for residents, in the most efficient way. As a result, through appropriate consultation with staff and representatives, the key tasks in any job may be varied, and the post holder will be expected to take on such variations consistent with the level of responsibility of the post.

Person Specification

Values and Behaviours	Essential (E), Desirable (D)	Assessed by; Application (A), Interview (I), Test (T) or Other (O)
I ensure the needs of different stakeholders are understood and addressed	E	A,I
I challenge others, and deal with challenges in an honest and constructive way	E	A,I
I am a role model for the Authority's behaviours and lead by example	E	A,I
I make decisions within the scope of my authority, rather than refer them up the line	E	A,I
I am commercially minded and take responsibility for making sure that taxpayers' money is spent effectively	E	A,I
I make sure I know what others are doing in order to do my job well	E	A,I
I am flexible in my work and can change what I'm doing in order to meet priorities	E	A,I
I treat everyone fairly, with respect and value differences.	E	A,I
I do what I say I will do, when I've promised to do it, or let people know why not.	E	A,I

Education and Qualifications		
Graduate degree (preferably in Waste/ Environmental / Project/ Business management)	E	A, I
Experience, Training or Other Requirements		
Commercial experience of negotiating, managing and resolving legal, financial and contractual issues in contracts e.g. market changes, performance management, stakeholder management and key performance indicators.	E	A, I
Project management experience including development of communications plans, planning permissions, environmental permits, waste flows, and construction contracts terms and conditions.	E	A, I
Experience and understanding of developing procurement strategies, writing procurement documentation and understanding of relevant industry commercial drivers.	E	A, I
Experience of managing risk in complex or interfacing contracts and keeping contract documentation up to date including method statements, schedules e.g. specifications, Payment mechanisms etc.	E	A, I
Demonstrable ability to foster a working culture that is open and responsive to change using strong relationships with key partners.	E	A, I
Demonstrable ability to continuously improve services and develop new ways of working.	E	A, I
Computer literate in common software, e.g. Word, Excel, PowerPoint, PowerBI etc.	E	A, I
Experience of managing procurements and contracts	E	A, I
Experience of the resources and waste sector.	D	A, I