



Job Description

Job Title	Commercial Manager / Senior Quantity Surveyor
Directorate	Neighbourhoods & Housing
Service Area	Transport & Highways
Grade	Grade 10
Competency Level	2
Salary	£51,576 - £56,951
Job Type	Hybrid
Location	Liverpool (Citywide)
Disclosure and barring service (DBS)	N/A
Job Evaluation Ref No	
Job Number	D13

Job Purpose

To ensure the correct administration of contracts and programmes is maintained across the Transport & Highways division and ensure work is validated in strict compliance with contract conditions, applicable legislation and public regulations. To provide specialist commercial support to the service on procurement and contractual matters.



Directly Responsible For:

Quantity Surveyor, Apprentice Quantity Surveyor

Directly Responsible To:

Head of Commissioning & Project Delivery

Main Areas of Responsibility:

- To review current practices and propose improvements and new processes to ensure full compliance with the Council's Contract Standing Orders and financial procedures, and to monitor implementation
- To support team leaders and senior officers in drafting internal governance documentation and provide commercial advice as and when required.
- To develop and manage a contract audit programme and carry out audits across all highway service contracts. Responsible for the regular review and monitoring of live contracts, including professional services, maintenance and construction contracts.
- To maintain a risk register across the highway's portfolio, in coordination with contract managers, and ensure lessons learnt are implemented across the service.
- To support the collation and review of contract and framework KPIs, and to take remedial action as and when required.
- Assist in establishing a client's requirements and undertake feasibility studies. Run cost analyses of the various types of work and advise on procurement strategies.
- Factor in the implications of health and safety regulations, identify commercial risks and help develop suitable contract packages.
- To prepare tender and contract documents, including bills of quantities, and review and approve contract documentation prior to tendering, ensuring it meets applicable standards.



- To check quality of designs and contracts ensuring best value is achieved.
- Responsible for identifying the costs and managing scheme budgets from outset to completion. Monitor and control costs against budget throughout the project.
- To ensure all applicable documentation (e.g., Construction Phase Plan, BoQ, etc.) has been reviewed and accepted prior to works commencing and monitor delivery from a commercial perspective.
- To ensure contracts are administered in full compliance with contract conditions, internal governance and applicable regulations.
- To check the quality of contract communications and claims, payments and variations procedures adopted by the Highways staff, partners and contractors, ensuring all projects are delivered in full compliance with contract conditions, internal governance and applicable regulations, taking remedial action as and when required.
- To provide commercial support to the contract project manager on key contractual matters, including programme validation, early warning review, compensation event process and project manager assessments.
- To perform skills gap analysis as and when required and identify suitable commercial and cost control training to ensure staff have sufficient skills and knowledge to perform their duties.

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development.
- Assess staff performance and set appropriate target levels of service. Create a positive learning and working environment through delegation and mentoring.
- Manages performance and behavioural issues effectively.
- To participate in all aspects of training and development of staff, including the maintenance of disciplinary standards, as directed. Use all learning opportunities to develop personal skills necessary to improve effectiveness, efficiency, and delivery of service in recognition of the Departments business and service targets



Budget and Financial Responsibility:

- Being fully accountable for the effective management and control of delegated capital and revenue budgets in the delivery of the Council's strategic objectives and policies.
- Complying with all statutory requirements, Standing Orders and Financial Regulations of the City Council, and being responsible for making sure that all those you manage also comply with such requirements.
- Maintaining a close control of their delegated revenue and capital budgets, stewardship of assets and reporting any financial risks.
- Maintaining up to date financial records on the Corporate Finance System.
- Have regard for and use of relevant performance and financial benchmarking data as part of business planning to identify opportunities for improved value for money.
- Bringing to the timely attention of the relevant line manager any material issues that might impact on the financial performance or financial management arrangements of the Council.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

Site visits may be required, even in adverse weather conditions.

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.



- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 2.

<https://liverpool.gov.uk/media/1361774/competency-framework.pdf>

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.



Personal Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Degree in quantity surveying or commercial management accredited by the Royal Institution of Chartered Surveyors (RICS), or similar professional bodies (A/I)

Desirable

- Chartered Member of RICS, or similar professional bodies
- NEC3 Project Manager training, or equivalent

Experience

Essential

- Relevant experience in a highway maintenance/major projects environment including all associated procedures, policies and responsibilities (A/I)

Desirable

- Experience and understanding of financial regulations and sound commercial management
- Experience managing construction projects from the outset to completion
- Experience of managing the implementation and improvement of processes in a construction environment



- Experience coordinating commercial and quantity surveying training and development
- Experience coordinating with designers, contractors and key parties in a construction project to ensure good cost control and delivery within budget
- Experience and understand managing public money

Skills/Abilities

Essential

- Good communication skills, both verbal and written, when dealing with the public, politicians, colleagues (A/I)
- Ability to prioritise and manage workload to meet deadlines (A/I)

Desirable

- Ability to advise on effective decisions and to support those decisions with effective argument and understanding
- Ability to plan, allocate and evaluate work programmes
- Self-motivated and able to motivate others as part of a team

Commitment

Essential

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (I)
- Demonstrate a commitment to the delivery of projects on time and within budget



Desirable

- Commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

Other

Essential

- Able to attend out of work hours Committee, public and other work-related meetings (A/I)
- Valid Driver's License

Desirable

- Able to attend site meetings
- A modern approach to project management recognising the need for flexibility and adaptation to change