



IMS Ref.	BTEM-HRMA-02		
IMS Issue.	04		
IMS Date.	17/02/17		
Page.	1	OF	3

Employee	
Job Title	Graduate Assistant Commercial Manager
Location	Various
Department	Commercial
Line Manager	
Number of Direct Reports	0
Job Purpose	
Main result expected of the job holder	
Proactive administration of all commercial matters throughout the project life cycle. Undertake commercial administration activities to support the commercial and project management teams in the effective delivery and governance of construction contracts. A key member of the project team, this individual will take a flexible approach to delivering the below commercial tasks in an efficient and timely manner. They shall work closely with individuals across the spectrum of project roles to aid the delivery of contracts through effective task-focused commercial management.	
Key Responsibilities	
List in priority order of the job's main accountabilities	
1	Health and Safety An understanding of principles of the Health & Safety at Work Act, the Construction Regulations, relevant Railway Group and Network Rail Company Standards and other current relevant health and safety legislation, Approved Codes of Practices and official guidance.
2	Commercial Governance Contribute to the establishment & implementation of commercial governance within the project team. Management of early warning notices, change requests and associated registers and trackers.
3	Financial Responsible for assisting in the delivery of project margin returns in line with business expectations. Ensure development and delivery of a robust programme & budget, utilisation of Evision cost reporting and management system to track, forecast and identify costs and cash-flow throughout the project life-cycle.
4	Project Reporting Responsible for monitoring and managing all project reporting including identification of variances, forecasting, budget and authority in accordance with BCM reporting systems. Effective employment of excel spreadsheets and Evision cost management system to thoroughly report and manage information.
5	Tendering and Procurement Assist the process of tendering and procurement, drafting documentation and negotiation of contract types and mechanisms. Source and collate relevant information, utilising word, excel and pdf documents to present scope and pricing documents to necessary stakeholders.
6	Contract Administration Responsible for administration of contracts, to ensure either mitigation or swift and effective resolution of disputes. Full management of early warning notice process from conception through to close-out.
7	Client Relationships Responsible for developing, maintaining and managing mutually beneficial relationships with customers to ensure the effective management of business agreements and contracts.
8	Business Development and Tendering Assist with the tender vetting process to ensure all developing business opportunities and bids meet agreed commercial criteria, including profitability and risk minimisation.
9	Sub-contractor Management

Document Control Ref:		Document Revision:	
Instruction:	Complete all the blanks with scope and requirements of the role. Sign and pass to HR		Q:



IMS Ref.	BTEM-HRMA-02		
IMS Issue.	04		
IMS Date.	17/02/17		
Page.	2	OF	3

	Contribute to the negotiation and agreement of sub-contract arrangements to minimise risk and maximise benefits to the business. Work towards development of supplier and sub-contract frameworks. Support the senior commercial team with collation and analysis of key information.
10	<p>Risk Awareness</p> <p>Identify and manage risks in relation to contracts/business arrangements, reporting analysis through to both internal and external stakeholders as appropriate.</p>
11	<p>Change Management</p> <p>Pro-active monitoring and administration of contract scope change to and from clients and suppliers for the benefit of the business.</p>
Job Dimensions	
Quantitative indices	
<ul style="list-style-type: none"> • Timely administration of sub-contractor and supplier accounts in line with sub-contract timescales. Payment of sub-contractor invoices and processing of certificates in accordance with timescales specified in contract. • Accurate administration of all commercial figures, costs, payment information and associated data. Raising of sub-contractor purchase orders within 3 days of request. • Contract profit margin to be delivered in-line or above contract tender margin. • Variance in period forecast cost and value figures to be less than 10%. 	
Job Requirements	
<p>Qualifications: A formal qualification in a construction or commercial related subject is preferable. Working toward membership of a relevant professional body would also be a positive consideration. Evidence of a good standard of English and numerical competence.</p>	
<p>Experience: The candidate will have previous exposure to and understanding of commercial, construction working practices and procedures. Experience of working in an office team environment, whilst undertaking individual tasks using Microsoft office, outlook, word and excel applications.</p>	
<p>Technical Proficiency: Strong written and verbal communication skills. Thorough understanding of Microsoft office, outlook, word and excel applications. Understanding of key railway, construction and commercial management terminology.</p>	
BCM Leadership Behaviours (for any role):	
<p>Lead by Example - demonstrate the BCM Leadership Behaviours, drive excellence, be a role model, challenge yourself and others:</p> <ul style="list-style-type: none"> • Go Above and Beyond - stretch yourself and others, use can-do and proactive approach, create innovative solutions and opportunities for business development • Better Together - take others with you, listen, be supportive, leverage diverse knowledge and expertise, have aligned objectives, recognise achievements and celebrate success • Stick to the Agenda - understand broader impact of your decisions, align actions with our Core Values and Strategy • Build Trust - always deliver on your commitments in an honest and transparent manner • Improve Continuously - invest time and effort into your development, ask and provide candid feedback, share your knowledge, best practices and lessons learned 	
Declaration	

Document Control Ref:		Document Revision:	
Instruction:	Complete all the blanks with scope and requirements of the role. Sign and pass to HR		Q:



Job Description



IMS Ref.	BTEM-HRMA-02		
IMS Issue.	04		
IMS Date.	17/02/17		
Page.	3	OF	3

By signing this Job Description, I confirm that I have been briefed and understand its content and will carry out my work in strict accordance with BCM policies & procedures in conjunction with any additional clients' requirements.

Name:	Sig:	Date:
-------	------	-------

Deputising Duties

The undersigned have been briefed & understands the attached job description & responsibilities. I will undertake these duties in the event of the absence of the above Manager (subject to any constraints listed below).

Name	Position	Location	Date Briefed	Signature

Document Control Ref:		Document Revision:	
Instruction:	Complete all the blanks with scope and requirements of the role. Sign and pass to HR		Q: <input type="checkbox"/>