

## Job Description

<b>Job Title:</b> Commercial and Supply Manager	<b>Directorate:</b> Inclusive Economy & Housing
<b>Service Area:</b> Repairs and Maintenance Service	<b>Post Number:</b> 10023189
<b>Grade: PO6</b>	<b>Date last updated: February 2022</b>

### **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

### **PROTECTING OUR STAFF AND SERVICES**

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

## Overall Purpose of Job

To manage and lead supply chain management, contract management, logistics and stores functions for the directorate's repairs and maintenance service division, ensuring compliance with regulations and corporate strategy and procedures whilst delivering value to Newham's residents.

## Job Context

1. The post holder reports to the Performance and System Manager
2. The post holder has line management responsibility for 3 direct reports
3. The post holder has budget responsibility for approximately £600k (service) and £5.3m (annual materials).
4. The post holder will be based at the Bridge Road depot and may be required to work some evenings, weekends and occasional public holidays, in order to meet service requirements.

## Key Tasks and Accountabilities:

1. Develop and implement a strategy for the Commercial and Supply service that supports Corporate and RMS objectives and delivers value for money.

2. Lead and manage the Commercial and Supply team performance and delivery against the operational plan focussing on business improvement.
3. Deliver a compliant, effective and efficient supply chain, contract management, stores and logistics service for RMS.
4. Lead, manage, develop and motivate the Commercial and Supply team engaging them in the delivery of a quality service.
5. Manage and monitor relevant budgets ensuring appropriate forecasting and reporting is undertaken.
6. Work with stakeholders and the Commercial and Supply team to implement and identify best practice for systems utilised by the Commercial and Supply team ensuring consistency and efficiencies are identified and implemented.
7. Build effective working relationships with suppliers to ensure that required products and services are timely, of the appropriate quality and cost effective.
8. Provide management information demonstrating operational performance and risks, highlighting any variances and suggesting recommendations for improvement.
9. Develop and maintain positive relationships with colleagues, stakeholders and elected members to deliver an effective Commercial and Supply service that focuses on continuous improvement and meets the Council and directorate strategic priorities.
10. Work closely with all stakeholders to ensure best use of limited financial resources, providing strategic and practical commissioning, commercial and contract management advice, insight, intelligence and support.
11. Manage and regularly report on the contracts register for RMS, ensuring expiry dates, extensions and contract values are monitored and actioned by contract managers.
12. Proactively seek and identify commercial opportunities that generate income and provide innovative solutions to service delivery challenges.
13. Ensure that all activities within the service comply with the Council's constitution, standing orders, financial regulations, health and safety and safeguarding responsibilities and that effective systems operate within the service to manage performance and risk.
14. To consistently promote and apply equality and diversity in line with the policies and procedures of Newham Council and ensure that this is demonstrated and maintained.
15. To undertake such additional duties or responsibilities consistent with the role and grade.

## Person Specification

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### **IMPORTANT INFORMATION FOR APPLICANTS**

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

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<b>Criteria</b>	<b>Method of Assessment</b>
<b>Knowledge:</b> <ul style="list-style-type: none"> <li>• Thorough knowledge of purchasing regulations, methodologies, risks and mitigations</li> <li>• Knowledge of commercial approaches to tendering and contract management, including pricing tenders and carrying out financial assessments of bids and companies</li> </ul>	Application / Interview / Test

<ul style="list-style-type: none"> <li>Operational understanding of direct works provision, operating within trading accounts and under contract.</li> </ul>	
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Significant commercial experience and of delivering services in a housing repairs, local government direct works, or other highly regulated environment.</li> <li>Experience of managing stores services.</li> <li>Experience of carrying out tender processes, contract management and governance in the public sector.</li> <li>Experience of successfully delivering complex projects to budget and timescale.</li> <li>Experience of managing budgets and using ICT to deliver efficiencies and improve cost effectiveness.</li> <li>Experience of producing management information to deliver continual improvement to services.</li> <li>A proven track record of meeting and exceeding targets through a 'can-do' approach.</li> <li>A customer focussed approach and a proven ability at managing and delivering change at a service delivery level.</li> </ul>	<p>Application / Interview / Test</p>
<p><b>Skills and abilities:</b></p> <ul style="list-style-type: none"> <li>Strong leadership skills – ability to organise, develop and motivate multi-disciplined work groups.</li> <li>Ability to build durable, effective working relationships and work with people at all levels.</li> <li>Pragmatic approach with the ability to build credibility and inspire confidence with the team, stakeholders and the wider community.</li> <li>The ability to translate plans into reality and a history of achieving results at both operational and strategic level.</li> <li>Good oral and written skills and the ability to communicate effectively at all levels.</li> <li>Effective decision-making skills with the ability to apply innovative and creative thinking to address complex service challenges.</li> <li>Well-developed IT skills (MS Office suite, e-tender platforms)</li> <li>Ability to negotiate, resolve conflict, solve problems and achieve resolutions</li> <li>Good interpersonal skills and able to challenge, support, influence and engage stakeholders and peers</li> </ul>	<p>Application / Interview / Test</p>

<ul style="list-style-type: none"> <li>• Sound attention to detail with the ability to analyse data and information, considering the facts and implications, to reach sound conclusions and produce meaningful reports.</li> </ul>	
<p><b>7Personal Style and behaviour:</b></p> <ul style="list-style-type: none"> <li>• Maintains high standard of ethics and professional conduct.</li> <li>• Leads by example and models desired organisational behaviours.</li> <li>• Deals well with conflict situations.</li> <li>• Persuasive, persistent, polite but determined.</li> <li>• Resilience, not easily deterred in the face of challenges.</li> <li>• Friendly, open, style that inspires confidence and trust with people at all levels.</li> <li>• Highly customer focused with a flexible approach to working hours, locations, and getting the job done.</li> <li>• To support the development of an organisational culture which is positive, forward looking, results orientated and customer focused.</li> </ul>	<p>Application / Interview / Test</p>