

## Job description

**Job Title: Head of Commercial Management**

**Location: Abingdon with regional travel across Southern England**

**Department: Commercial**

**Position Reports To: Commercial Director**

### Company Overview

Gigaclear is a fast growing, game changing builder and provider of pure fibre broadband services to residential customers and businesses in England. We have an ambition to make a significant difference to the broadband landscape in rural England and improve our customers lives through the provision of world class broadband services.

### Purpose of the job

The Head of Commercial Management will report directly to the Commercial Director and be responsible for the quality and consistency of commercial services across all delivery regions. They will be responsible for implementing commercial ways of working, recommending client/supply chain risk sharing and lead contract formation (typically NEC forms of contract), deploying strong post contract management in order that contracts are administered promptly and fairly for all parties. The Commercial Manager will play a leading role in both Cost Management and Contract Management. Cost Management is the process of monitoring, managing and controlling the actual costs against the estimate of the proper cost that should be reasonably be expected to be incurred against a clear baseline, understanding how and why actual costs occur, and taking steps promptly in order that overall costs meet or come in under Gigaclear's budget.

### Key Accountabilities

- Develop and implement defined and effective pre and post contract commercial management processes and enabling effective budget control and understanding of performance through contract execution.
- Act as the primary delegate of the Commercial Director, engaging in senior level supply chain negotiations and performance reviews as necessary.
- Ensure the commercial viability of investment decisions through value management/engineering exercises
- Take steps to ensure that currently procured tools (such as CEMAR) are being utilised efficiently and that these remain accurate at all times, and that Gigaclear are contractually compliant in relation to potential contract change
- Establish and maintain accurate levels of Gigaclear funding that has been sanctioned for projects and contracts
- Lead interim and final account reviews for active contracts under the control of the Commercial Managers, with a view to delivering work scope within agreed budget and funding constraints. Where a variance (positive or negative) is anticipated, this should be raised as soon as possible to the Commercial Director and relevant General Manager, in order that strategies can be considered to reduce cost overrun exposure or maximise cost opportunity
- Provide relevant cost and contract advice as required to support both the formation of budgets and the valuation of future work scope
- Establish and administer a regime of effective risk and opportunity management, in order that

Gigaclear's potential exposure is understood and that robust, time-bound mitigation plans are established, monitored and implemented.

- Work with the Commercial Director and Programme Management Office in order that the approach to risk management is consistent and adds value to the wider business

## **Knowledge, Skills and Experience**

- Demonstrate significant experience in all aspects of commercial management, typically on infrastructure projects including the use of all forms of NEC contracts.
- Experience of commercial management across many parts of the project lifecycle, from pre-contract through to successful contract close out.
- Both the ability and experience of implementing effective cost control processes that recognise the differences between project budget performance and contract administration.
- Experience of reporting, tendering, payment application management, variations, negotiation, and contract close out.
- Experience of risk and opportunity management, both defining an approach and working and implementing an approach defined by others
- Strong communication and interpersonal skills
- Membership of the RICS or similar recognised body desirable

## **Qualifications & Accreditations**

BSc Hons Quantity Surveying, CIPS, MRICS or similar.

## **Our Values**

**Find a way** - we will work together to deliver market-leading solutions and provide customer service excellence to our communities

**Do the right thing** - we always base our decisions on what we believe is fair, considerate and in the best interest of our customers and our colleagues

**Be committed** - we are all accountable for our actions and work relentlessly with our many customers to deliver on our promises

**Keep it simple** - we take potentially complex and confusing information and we make it easy for everyone to understand

*This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may be varied (after discussion), subject to the needs of the business and in keeping with the general profile of the role.*