



HEAD OF COMMERCIAL



ABOUT THE ROLE

The Head of Commercial will lead all aspects of the Commercial, surveying and purchasing team; having overall responsibility for all expenditure, for controlling 'cost of sales', and taking a strategic view from land acquisition through to customer care initiatives. They will also provide overall commercial advice to the divisional board and assist the Managing Director in the preparation of budgets and strategic plans.

Responsible for: Chief Quantity Surveyor, Purchasing Manager, Quantity Surveyor(s), and Buyer(s), and may also include Assistant Quantity Surveyor(s), Commercial Clerk(s), and Project Coordinator(s).

Responsible to: Managing Director

KEY RESPONSIBILITIES

1. MANAGEMENT OF THE BUSINESS

- In accordance with corporate responsibility for the business, work effectively as part of the senior management team and take a "whole company" perspective to managing issues.
- The job holder has corporate governance responsibilities which extend across all business areas and which require the post holder to actively promote best practice throughout the company.
- The job holder, with fellow Divisional Directors has overall business responsibility for the management of the Division; including the general running of the company, setting budgets, minimising risks, maximising opportunities, achieving the company's targets; and seeking to positively influence the progression and growth of the division.

2. MANAGEMENT OF THE DEPARTMENT

- Responsible for effectively managing the company's Commercial function to ensure best practices are followed, costs are controlled, the Department maximises revenue generation and contribution to the company's operating profit and increases the value added to the company.

3. LAND ACQUISITION

- Produce the commercial report for inclusion in land appraisal
- Ensure all build costs are current and correctly appraised
- Include and appraise all latest preliminary defaults
- Appraise different methods of construction and consider different forms of contract / approach in non-standard works
- Co-ordinate external consultants in the preparation of detailed cost-plans, where necessary
- Approve appraisal of land
- Advise on contractual matters such as development agreements, social housing, PRS contracts and ensure contracts are administered properly.

4. PROCUREMENT

- Check and agree site start critical path programme
- Manage the process of procuring sub-contract and supplier orders and authorise in-line with the critical path programme.
- Ensure all orders are placed prior to site start in accordance with policy and procedures.
- Review the overall cost position and negotiate with contractors, where appropriate.
- Establish informal partnerships with subcontractors for key trades
- Create dialogue with the Construction team throughout the development process
- Ensure all Health and Safety procedures are followed at all times
- Liaise with the Technical and Design teams to ensure cost effective designs are being produced; suggesting value engineering opportunities, where possible.

5. BUDGET ESTIMATES

- Agree the budget estimate with the Chief Quantity Surveyor / Quantity Surveyor and complete overview checks on key indicators.
- Present budget estimates to the Managing Director and Finance Director.
- Meet with the Head of Sales to establish sale prices for new budgets.
- Prepare and evaluate the fees / services budget with the Technical Manager.
- Discuss sales and construction preliminaries with the relevant Director / Head of Department.

6. MONTHLY VALUATIONS

- Agree monthly valuations with the Chief Quantity Surveyor / Quantity Surveyor.
- Present valuations to the Finance department and the Managing Director in accordance with policy and procedures.
- Ensure changes to design, or other changes that impact cost or value, are identified in good time, managed effectively and reported in a timely manner.

- Time manage process, ensuring full co-ordination with the Finance department

7. DIVISION BUDGET & STRATEGIC PLAN

- Produce appraisals and build expenditure profiles for inclusion into division budget.
- Support the preparation of strategic plans for the division; advising on build cost indices / inflation and providing updated and new appraisals / build expenditure forecasts.

8. TEAM MANAGEMENT

- Ensure the right people are recruited to vacancies, in accordance with company policy and procedures.
- Lead, motivate, develop, appraise and performance manage the Commercial team to ensure that they are fully motivated to achieve the company's needs.
- Ensure the department operates in accordance with Company policies and procedures.
- Comply with responsibilities as laid down in the Group's Health & Safety Policy in order to ensure a safe environment within the department.

9. MEETINGS

- Prepare papers for inclusion in the divisional board pack, present current issues at board meetings and be involved in discussing and influencing all aspects of the business.

10. SITE VISITS

- Attend sites regularly to provide assistance and support to the on-site team.

THE PERSON

What kind of person are we looking for?

- To have achieved a degree in Quantity Surveying, who is RICS qualified, or has relevant experience
- A strong knowledge of commercial contracts and arrangements
- Comfortable in using computer software and applications for cost control, budgeting, and payments as well as Microsoft Office applications.
- Comfortable in managing people and teams to achieve high performance
- Demonstrable success in a similar or other senior commercial role

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.