

## Job Description

West London Waste Authority

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<b>Job title:</b>	Commercial Manager
<b>Responsible to:</b>	Head of Contracts and Procurements
<b>Responsible for:</b>	Assisting the Senior Contracts and Procurements Manager with developing, tendering, and managing contracts. Delivering services within relevant legislative requirements and identifying and developing relationships with new suppliers to identify new partnerships or approaches to market.
<b>Main job function:</b>	Transform the Authority's supply chain through providing market intelligence and developing excellent relationships with existing and potential suppliers. Lead the procurement of short and medium-term contracts and provide on-going contract management ensuring high standards of service delivery.
<b>Salary:</b>	P03
<b>Basic hours:</b>	36 Hours
<b>Principal location:</b>	Unit 6 Britannia Court, The Green, West Drayton, UB7 7PN
<b>Working arrangements:</b>	Attendance at the Authority's office(s) and sites and contractors' sites is required to effectively manage and mentor staff and contractors.

### Duties and Responsibilities:

1. Support the procurement of new contracts, by providing procurement and technical advice during the development of specifications and the evaluation of tenders.
2. Support the implementation of the Procurement Strategy and develop procurement documentation and reports.
3. Identify and pursue new business opportunities, new partnerships, and new approaches to market for a range of material streams and services.
4. Develop relationships with existing and potential suppliers through site visits and networking.
5. Support management of contractor relationships across a diverse portfolio of West London Waste contracts in line with agreed procedures to ensure the contract performance levels, contractual obligations and commercial principles are delivered.
6. Undertake the day-to-day management of waste contracts, dealing with queries and resolving issues as they arise, organising and attending formal contract review meetings and providing advice to suppliers in respect of how WLWA manages its contracts.
7. Understand the future needs of the constituent boroughs and ensure the procurement programme and annual budget reflects future requirements.
8. Obtain and report market intelligence to support the development of upcoming procurement activity.

9. Create business cases for improved services and develop into procurements and new contracts to support the development of joint initiatives across the Authority's six Boroughs.
10. Ensure that the Contract Register is kept up to date.
11. Support the Head of Contracts and Procurements with the development of Business Plans, Annual Reports, and Committee reports including provision of statistical and management information, making recommendations, and providing professional support and advice.
12. Manage soft market testing meetings, dialogue meetings and procurement meetings with potential suppliers. Report and recommend outcomes of procurements for decision by the Procurement Review Board.
13. Ensure all responsibilities are met in an effective and efficient way and in accordance with WLWA's key objectives.
14. Demonstrate a commitment to own personal and professional development and to developing and coaching others.
15. Champion diversity and equality in all aspects of service delivery and people management.
16. Promote a positive image and uphold the reputation of the West London Waste Authority.
17. Support the day-to-day operational management of the Authority's contracts and operations, as required.
18. Undertake any other duties commensurate with the grade of the post, as may be required from time to time, including working from various locations, attendance at meetings outside of normal working hours and supporting activities that cover all of the WLWA work.

West London Waste is continually reviewing its structures and ways of working in order to provide the best services possible for residents, in the most efficient way. As a result, through appropriate consultation with staff and representatives, the key tasks in any job may be varied and the post holder will be expected to take on such variations consistent with the level of responsibility of the post.

## ROLE ACCOUNTABILITY

Role	Accountability 1 & KPI	Accountability 2	Accountability 3
Commercial Manager	Market opportunities and risks <b>KPI: Monthly commercial report and dashboard</b>	Due diligence of existing & potential suppliers <b>KPI: Audit suppliers.</b> <i>Site visits to min 4 different suppliers each month</i>	Strong performance of assigned contracts <b>KPI: Monthly contract KPIs and reporting with recommendations.</b>

## Person Specification

### VALUES AND BEHAVIOURS

## WLWA Culture Wheel



Values and Behaviours	Essential (E), Desirable (D)	Assessed by; Application (A), Interview (I), Test (T) or Other (O)
Leadership	E	A, I
Empowerment	E	A, I
Agility	E	A, I
Partnership	E	A, I

Education and Qualification		
Graduate degree (preferably in Waste/ Environmental / Project/ Business management)	E	A,I
Experience, Training or Other Requirements		
Commercial experience of negotiating, managing and resolving legal, financial and contractual issues in contracts e.g. market changes, performance management, stakeholder management and key performance indicators.	E	A,I
Excellent interpersonal and communication skills. Ability to listen to the needs and requirements of stakeholders and suppliers and be able to effectively verbalise own ideas.	E	A,I
Substantial project management experience.	E	A,I
Experience and understanding of developing procurement strategies, writing procurement documentation, and understanding of relevant industry	E	A,I

commercial drivers.		
Demonstrable experience of building and maintaining a strong supplier base.	E	A,I
Demonstrable ability to foster a working culture that is open and responsive to change using strong relationships with key partners.	E	A,I
Demonstrable ability to continuously improve services and develop new ways of working.	E	A,I
Computer literate in common software, e.g. Word, Excel, PowerPoint, PowerBI etc.	E	A,I
Experience of managing procurements and contracts.	E	A,I
Experience of the resources and waste sector	D	A,I