



**Manchester City Council
Role Profile**

**Commercial Governance and Corporate Energy Lead, Grade 12
Financial Management Service, Corporate Services Directorate
Reports to: Assistant Director: Commercial Governance and Corporate Energy
Job Family: Commissioning and Commercial**

Key Role Descriptors:

The role holder will lead and coordinate a service or function ensuring the effective and prioritised deployment of resources to deliver contract management, commissioning, commercial activity and business improvement/development.

They will lead and drive the design, implementation, development, support and monitoring of policies, procedures frameworks and approaches. In doing so they will support the achievement of strategic and operational objectives through a focus on quality, value for money and innovation whilst providing organisational assurance.

The role holder will work collaboratively with both internal services and external partners in a manner which is focused on organisational objectives and embraces the principle of joint working.

They will ensure the effective and prioritised deployment of resources to provide reliable information and support to managers and decision makers.

Key Role Accountabilities:

Lead the development of strategic responses through provision of specialist advice, insight, support and challenge to support the delivery of organisational priorities, and to ensure the Council is able to meet its legal obligations

Ensure the development, maintenance and monitoring of effective systems and information to support the delivery of key objectives.

Represent the service/organisation in meetings, working groups and other forums, providing an input that proactively drives delivery of priorities.

Play a lead role in the analysis and review of services provided, and in monitoring and implementing changes within the service to improve the overall performance, and meet the diverse and changing needs of stakeholders

A strong and clear advocate for the organisation's *m people* approach.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial or other, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers. The role holder will be expected to effectively co-ordinate resources to support the principals of 'joined up' communication and to ensure efficiencies are achieved.



Personal commitment to continuous self-development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

Where the role holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Role Portfolio:

Commercial Governance and Corporate Energy is a newly formed team, bringing together officers from Energy Management Unit and Commercial Governance. The team is part of the Financial Management Service and is led by the Assistant Director: Commercial Governance and Corporate Energy.

The role is to primarily lead the Commercial Governance and Corporate Energy Team deliver a number of key corporate priorities, as well as supporting the development of a number of strategic plans and approaches to effectively deliver commercial and energy related activities.

The development of strong working relationships with key internal and external stakeholders whilst ensuring strong governance and adherence to legal, statutory and best practice requirements is an essential part of the day-to-day duties of the post.

The role holder will provide professional consultation, advice and guidance for team members and colleagues to support the achievement of strategic organisational objectives.

A strong and detailed awareness and understanding of financial and legal matters associated with commercial and energy activities is an essential skill that is required to be a success in this role.

The role holder will:

- Perform a management and leadership role for the Commercial Governance and Corporate Energy Team, ensuring that clearly defined work programmes are established alongside Key Performance Indicators and a Risk Register for the team.
- Oversee the procurement of Council energy contractual arrangements (electricity, gas, water and oil) to ensure that legally defined procedure is followed and that best value is secured for the Council.
- Ensure the provision of a comprehensive energy management service to stakeholders across Manchester and Bolton Schools through defined arrangements outlined in Service Level Agreements.
- Have day-to-day responsibility for the oversight of monitoring for the Council's loan and equity portfolio, ensuring that the performance is fully understood and is following the agreed performance management framework, with a quarterly performance update being prepared for the Commercial Board and Shareholder Panel.
- Co-ordinates the implementation of the Due Diligence Framework for key commercial transactions that the Council is a party to and reports back to Commercial Board on progress.



- Ensure that a number of key actions are progressed in a timely way as directed by the Council's Shareholder Panel, including providing appropriate assurance that requirements of Shareholder and / or Members Agreements are being fulfilled.
- Assist the Head of Service to design and implement a Corporate Energy Strategy for the Council, bringing together all activity that has implications for energy in one place to ensure they are effectively co-ordinated and interdependencies on other key activities, such as delivery of the Council's Zero Carbon Action Plan are fully understood.
- Lead the implementation of the monitoring of Development Agreements process in line with the process agreed by Commercial Board.
- Ensure effective energy management tracking and performance monitoring systems are in operation to produce reporting for consumption, financial and zero carbon purposes and staff are appropriately equipped to operate and input into these systems.
- Lead the monitoring of corporate energy budgets, providing assurance to the Head of Service regarding performance and addressing any issues that could arise regarding performance that could prevent budget / savings targets being met. In addition, ensuring that officers have accurately verified energy bills before they are processed for payment.
- Work with the Head of Service to build a staff culture where everyone is valued and equipped to do their job.
- Show passion for Manchester throughout their work and in their behaviour, championing Manchester in everything they do.
- Develop greater coordinated working across services, partners and communities through relationships with key stakeholders and by listening and engaging with people to deliver improved services.
- Observe and fulfil the seven principles of public life (also known as the Nolan Principles) and Council organisational values.
- Take a 'One Council' approach to deliver more effective outcomes and avoids silo-ed, single division or service area approach.
- Understand roles and responsibilities across the Council, how the authority works, functions and governance.
- Understand the complexities of political dynamics and uses this to build credibility and manage relationships with elected members by successfully advising and supporting them.



Key Behaviours, Skills and Technical Requirements

Our Manchester Behaviours

- We are proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and we're not to try new things
- We work together and trust each other
- We show that we value our differences and treat people fairly

Generic Skills

Communication skills

- Speaks fluently and writes articulately, expresses opinions, information and key points of an argument clearly, makes presentations and undertakes public speaking with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility.
- Negotiates more complex agreements with Council wide impact. Is able to influence and persuade key Council decision makers. Utilises enhanced advocacy skills.
- Ability to motivate others through building effective relationships and gaining their full support for achieving outcomes.

Analytical Skills

- Provides creative solutions to problems and whilst considering policy and procedure is also confident in adopting (and justifying) novel or non-standard approaches.

Planning and Organising

- Sets clearly defined objectives, plans activities and projects well in advance and takes account of changing circumstances; identifies and organises resources and manages time effectively monitoring performance against milestones and deadlines

Project Management

- Ability to influence, monitor and control the risk environment, both strategic and operational, through effective allocation of roles and responsibilities. Has ability to control risk on high value, complex and multiple projects.

Problem Solving and Decision Making

- Ability to react to immediate problems of a highly complex nature with associated risk factors and deliver pragmatic solutions sometimes under extreme pressure.

Strategic Thinking

- Thinks and acts cross-functionally and cross-organisationally, beyond one's own professional areas of specialism, perceiving the wider picture and the implications of short-term decisions for the achievement of long-term strategic goals.



Research and Intelligence

- Ability to analyse and present evidenced based information from a variety of different sources, often conflicting, using established research methodology.

Policy Skills

- Ability to lead the development of innovative, evidence-based policy options
- Ability to develop strong and systematic approaches to understanding, monitoring and evaluating how policies work in practice

Financial Management

- Excellent financial planning skills to develop short, medium and long term financial plans with an ability to budget proactively with large, high-risk or volatile elements being identified and cross-referenced to operational activity.
- Ability to represent the organisation at a senior level in financial, commercial and general management relationships with other organisations in both public and private sectors.

Commercial Skills

- Demonstrates sound business intelligence and ability to identify commercially viable opportunities and secure value for money in service delivery.

People Management

- Effective development, management and motivation of staff within service area, providing leadership and planning for the work of a service-based function or Council wide team. Establishes clear targets and monitors progress to ensure continuous improvement in service delivery.
- Gains commitment to and implements the promotion of equality of opportunity and diversity setting clear objectives with understanding of why they are important to the organisation.

Technical Requirements (Role Specific)

- Has a degree or equivalent level of qualification in a relevant field i.e. business management, project management, governance, procurement.
- Can demonstrate an understanding / experience of energy management processes / systems and energy procurement.
- Can demonstrate an understanding / experience of governance, legislative and regulatory requirements of companies and charities as directed by Companies House and the Charities Commission.