

**Manchester City Council
Role Profile**

**Principal Commercial Governance Manager, Grade 10
Financial Management Service, Corporate Services Directorate
Reports to: Commercial Governance and Corporate Energy Lead
Job Family: Commissioning and Commercial**

Key Role Descriptors:

As a subject matter expert, the role holder will oversee the design, development and implementation of frameworks which enable the operation of an effective commissioning or commercial service and support their contribution to the achievement of strategic and operational objectives.

The role holder will work closely with key stakeholders to develop effective partnerships, linkages and coordinated working with other Council Services and key agencies to ensure that teams contribute to the development and delivery of area based priorities.

The roleholder will ensure that services, systems and procedures provided by the commissioning service are robust and fully aligned to and supportive of the aims and objectives of the Council.

Key Role Accountabilities:

Through close working relationships with stakeholders, support the development of effective commissioning and commercial services, policies and strategies by taking a lead for their area of work.

Work collaboratively across the Council to provide specialist advice, information, support and challenge to client services which supports and promotes their priorities as well as safeguarding the organisation and progresses corporate objectives.

Support negotiations to commission services, ensuring that the tendering and contracting processes run effectively and that contracted services meet the needs of customers.

Provide specialist advice and guidance to colleagues across the organisation, accounting for factors and elements beyond their direct control and area of specialism to support a whole council approach to decision making.

Use robust and effective analysis of information to inform strategic objectives in relation to the assigned service area, ensuring that advice to client services is in line with current legislation and organisational direction.

Effectively monitor and evaluate service delivery to ensure that performance targets are met and review strategies and procedures as appropriate, aligning them with customer demand and feedback to continually enhance the commissioning service.

Ensure adequate monitoring and evaluation systems are in place and used to monitor outcomes and impacts on a regular basis, considering stakeholder perspectives and local/national audit frameworks, including effective monitoring and forecasting of appropriate budgets.

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.

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 given full consideration.

Role Portfolio:

Commercial Governance and Corporate Energy is a newly formed team, bringing together officers from Energy Management Unit and Commercial Governance.

The post of Principal Commercial Governance Manager will form part of a team with increasing responsibilities focussing on successfully implementing and monitoring benefits realisation for a number of complex tasks associated with the governance, assurance and oversight of a number of key Council projects, programmes and investments.

The role holder will ensure the delivery of a robust governance and assurance process, as well as having responsibility for the oversight of a high-quality company secretariat function for a number of Joint Ventures, Special Purpose Vehicles and other companies / charities the Council holds an interest in through the work of Manchester Professional Services Limited, a wholly owned Council company.

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 advice and guidance for team members and colleagues to assist in decision making related to commercial ventures to support the achievement of strategic organisational objectives.

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

The role holder will:

- Lead the day-to-day operations of the Commercial Governance Team.
- Manage the Council's Financial Framework with a range of external consultants which will include relationship management, development of specifications for specific commissions, contractual negotiations, quality assurance and monitoring of Social Value outcomes
- Prepare briefing notes and presentations on a range on topics as directed by the Head of Service for Commercial Board and other internal meetings.
- Support the implementation of key initiatives as directed by the Commercial Board.
- Monitoring of the Council's loan and equity portfolio, with responsibility for liaison with key partners and performance reporting to the Commercial Board

- Lead the operation of the Council's Due Diligence Working Group and have oversight for the Due Diligence Framework, which is implemented for a number of key transactions across the Council.
- Undertake the delivery and completion of tasks which will be directed by the Council's Shareholder Panel, which has responsibility for the oversight of all companies and charities which the Council is a stakeholder of.
- Review examples of best practice and lessons learnt from other Local Authorities to shape the Manchester approach to commercial governance and assurance around company, joint venture and special purpose vehicle activities.
- Have responsibility for ensuring the Manchester Professional Services Limited meets its income generation target and seek additional sources of income to continue to sustain the operation of this entity.
- Support with the delivery of a training programme for Elected Members and Senior Officers who are undertaking Directorships roles.
- Lead the co-ordination of the annual assessment process for the Register of Significant Partnerships for Audit Committee, as well as providing active support and guidance to those partnerships rated 'limited' or 'reasonable' to improve governance strength
- Work with the Head of Service to build a staff culture where everyone is valued and equipped to do their job.
- Undertake any other activities commensurate with the role as directed by the Head of Service.

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 afraid to try new things
- We work together and trust each other
- We show that we value our differences and treat people fairly

Generic Skills

- **Project Management:** Proven ability in developing complex project schedules that clearly defines the timeline required to achieve the required outcomes, with expertise in identifying and monitoring complicated interdependencies, identifying and managing the critical path and utilising the schedule in budget forecasting and planning future resource requirements.
- **Strategic Thinking:** Evidence of thinking cross-functionally and cross-organisationally, beyond one's own professional areas of specialism is important as is the ability to conceptualise new, collaborative ways of achieving shared goals.
- **Planning and Organising:** Ability to maintain focus and objectivity under various conditions and skill in managing and maintaining a multi-priority workload, progressing various ideas and plans concurrently.
- **Communication Skills:** Ability to build and maintain strong networks of support both internally and externally and to forge effective partnerships with external agencies, voluntary and statutory, and key stakeholders for the continuous improvement of services. Ability to harness the full commitment and responsibility of key stakeholders in delivering the vision of excellence for the city.
- **People Management:** Ability to lead, manage and motivate staff to high levels of performance in order to achieve change and maximise staff potential and contribution to the achievement of identified aims and objectives. Can also lead and plan the work of the team which deals with more diverse issues.
- **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.
- **Commissioning Skills:** Ability to advise and develop local partner commissioning capabilities where there will be a direct impact on joint commissioning goals.

Technical Requirements (Role Specific)

Has a degree or equivalent level of qualification in a relevant field i.e. business management, project management, energy management, etc.

Has an understanding of Companies House / Charities Commission legislation.