



Job Title: Head of Commercial	Reports to: Director of Property & Building Safety	Business Function: Asset Management	Grade C
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<p>Job Purpose:</p> <p>Lead all Commercial & Contractual functions within Your Housing Group's Asset Management Team, assisting in the development and delivery of the Investment Programme strategy, growth and improved financial performance (Net Present Value) of YHG's properties. Provide Commercial and Contractual management of the 'Major Projects' from initial scoping to commissioning handover and release of any contractor retention</p> <p>Leads QS team. Leads on contractor claims, commercial disputes, provides commercial advice and challenge. Provides governance and project controls</p>	<p>Key Competencies</p> <ul style="list-style-type: none"> • Leadership • Flexibility and Resilience • Developing Others • Impact and Influence • Interpersonal Understanding • Results Focus • Commercial Focus • Meeting Customer Needs • Personal Learning and Growth • Building Relationships • Innovation • Problem solving and Decision Making
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Key Responsibilities:

- Lead and co-ordinate YHG's commercial and contractual functions, and leadership of the Commercial Team. Manage the commercial functions of the Asset Management Delivery Plan and Investment plan contributing to the improvement of stock NPV, Neighbourhood Plans and stock/option appraisal of properties.
- Seek and integrate inputs from other YHG teams and external professionals to best service YHG's needs and assist in the delivery of projects. Structure and reporting methodology feeding into KPIs and Business Plan / Finance through agreed governance system
- Collaborate with the Asset Strategy Team to develop a detailed 3-5 year investment programme. Input local and specialist knowledge into the planning process, establish clear priorities and define the scope of work and specifications for the investment programme.
- Develop, implement and maintain a risk management approach across all areas of property investment.
- Provide commercial support in the delivery of YHG's planned investment, capital compliance, major projects and cyclical investment projects, adaptations service, to ensure statutory obligations/regulatory undertakings are met.
- Ensure effective procurement and management of planned, compliance, major projects and cyclical investment projects to ensure maximum value for money, minimum exposure to risk and a collaborative approach with contractors.
- Develop commercial management processes and control measures designed to minimise risk and maximise operational performance of contracts.
- Commercially review procurement processes and tenders, with particular focus on commercial risk, costs, affordability, supply chains and any schedules with significant operational risk/impact.
- Lead on the review/finalising of conditions of contract for existing/new work programmes. Initial set up of framework and associated workshops for current Contractors
- Manage Commercial and Financial process and Governance for all Major projects within a gateway process including: inception, surveys, design, business case, Contractor and sub-contractor procurement, construction phase, valuations, retention, variations, VE, VM
- Establishment of commercial performance management frameworks for all areas of investment and maintenance.
- Management of performance, resources and budgets of the Commercial Team ensuring effective use of resources to deliver agreed performance targets and customer satisfaction.
- Report, support & produce business cases for specialist projects to Asset Management Programme Group & Investment Group for decision
- Undertake additional duties appropriate to the role and/or grade.

	Essential	Desirable
Knowledge	<p>Knowledge and track record in property investment planning, procurement and commercial cost management.</p> <p>Strong knowledge of building legislation and maintenance management best practice.</p> <p>Knowledge of performance and budget management.</p> <p>Good understanding and management of compliance and risk.</p> <p>Business and strategic awareness.</p>	<p>Working in a social housing environment.</p> <p>Understanding of the S20 process</p>
Skills	<p>Strong commercial negotiation skills</p> <p>Strong interpersonal communication skills.</p> <p>Proven planning, co-ordinating and organisational skills.</p> <p>Excellent IT skills.</p> <p>Ability to solve problems – to be flexible and adaptable and able to respond to situations creatively</p>	
Experience	<p>Experience of leading and managing commercial management teams to high levels of performance.</p> <p>Commercial management experience and understanding of construction contracts.</p> <p>Experience of managing relationships with internal and external stakeholders</p>	<p>Experience of supporting the delivery of Asset Maintenance Strategies.</p> <p>Experience of analysing management information to identify improvements required.</p>
Qualifications	<p>Chartered within in a property/building related specialism MCIOB (Member Chartered Institute of Builders), MRICS, (Member Royal Institute of Chartered Surveyors)</p>	<p>Relevant Degree standard education</p>

People Management Responsibility	Line management responsibility, including coaching, development and performance management.
Budget Responsibility	Management of overall project budget including consultant's fees and contractors contract sum. Includes validation and agreement of any variations. Budget will be across multiple concurrent schemes
Key Relationships	Multiple stakeholders including: Customers, Project team, Asset Strategy Team, delivery teams including planned and compliance

Safeguarding of Children Young people and Vulnerable Adults

Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.

Key Role Performance Indicators

1. Mobilise the Investment Programme – Mobilise Financial Year 2021 Investment Programmes in line with or better than, the mobilisation project plan.
2. Team Recruitment - Recruit 100% of the Commercial Investment team, with clear process, policies and procedures.
3. Project Management & Planning - Deliver all allocated Investment Programme Projects on time and within budget.
4. Predictability – Ensure that all project rolling final account forecasts are within 5% of final account cost.
5. Risk Management – Ensure projects are 100% compliant, i.e. CDM regulations, Building Control, Planning, Fire Regulations, Financial Standing Orders etc.
6. Stakeholder Management - Deliver all allocated Investment Programme Projects with a customer satisfaction score of 95% or better.