

Designation:	Commercial Support Officer
Grade:	Stroud 4
Hours:	37 hours per week
Location:	Littlecombe Depot, Dursley
Job Purpose:	To support the Commercial Services Manager in the administration of activities supporting service delivery and compliance
Responsible to:	Commercial & Cost Manager
Responsible for:	None

KEY DUTIES

- To assist in the management of commercial and supply chain contracts such as Fleet, Subcontractor, and Merchants
- Be responsible for the proper administration of Fleet Vehicles, Flue Cards, Stock, and Merchant Accounts
- Responsible for the implementation and monitoring of Policies and Procedures relating to the above and assisting in their review
- Provide support in budgetary management and the production of contract accounts and financial reports
- Assist operational managers and officers in producing annual capital and revenue budgets for the delivery of commissioned works or proposed projects
- Develop and maintain strong relationships with and support Finance, Housing, the Asset Data Team, the Repairs and Voids Team, the Property Services Team and other relevant Council service areas on financial planning, budget setting, and expenditure management
- Support the setting of service related objectives for the Repairs and Maintenance functions in collaboration with key stakeholders
- Exercise budgetary and effective financial management controls
- Maintain and develop effective professional networks that will add value to the repairs and maintenance functions to ensure SDC is viewed as an influential and reliable partner
- Assist in developing models and forecasts, including scenario testing and

sensitivity analysis

- Ensure financial investment and assurance information is provided to the Commercial Manager in a timely and consistent manner
- Support the Commercial Manager to develop and implement service plans to meet strategic objectives and corporate priorities
- Support the asset and maintenance planning cycle, and contribute to the development of organisational strategies
- Fully conversant and compliant with current EU Procurement Directives, UK procurement legislation and the Council's Procurement procedures

SKILLS AND KNOWLEDGE

- Ability to manage workloads and deadlines for a number of tasks simultaneously
- Understanding of Fleet Management contracts
- Understanding of Merchant supply chain arrangements, and material control
- Have an understanding of procurement and value engineering
- Preparation of financial and performance reports
- Effectively develop solutions with minimal supervision
- Have an understanding of Asset Management and property issues
- Have an ability to understand, complex financial data
- Ability to build and maintain strong relationships with partners, operational teams, and service support teams in their designated area of responsibility
- Fully IT Literate and proficient user of Microsoft Excel

COMPLEXITY AND CREATIVITY

Required to exercise professional and proper discretion in a range of areas where advice is not normally available and where policy, procedures and working standards provide only general guidelines.

JUDGEMENT AND DECISIONS

- Operates within a framework set by Corporate and Service Area Management Team, but with some autonomy to influence and shape the service
- Provide general commercial advice and assists in policy and strategy

development

- Work is carried out within defined rules and procedures involving decisions chosen from a range of established protocols, but may on occasion require challenge

CONTACTS

Members of the Council, members and staff of other local authorities'/partner agencies suppliers and contractors' members of the public, tenants and leaseholders

RESOURCES

Responsible for the proper use and safekeeping of IT, surveying, communication, personal safety, and high cost materials and equipment

TRAVEL ALLOWANCES

HMRC mileage rates will apply.

GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

This job description is a reflection of the present position and is subject to review and

alteration in detail and emphasis in the light of future changes or developments.