

# Commercial Project Manager

| Service                | Reporting to | Location     | Grade |
|------------------------|--------------|--------------|-------|
| Infrastructure (Place) | Group Leader | Civic Centre | 5A    |

## About the role

- Drives the continued growth of the city by developing, commissioning and securing the delivery of major projects across the infrastructure portfolio, working alongside multi-disciplinary teams, key delivery partners and contractors.
- Leads and embeds project management practice across the Infrastructure team to ensure the successful delivery of major projects.
- Develops and promotes effective contract management and contract change management.
- Reviews and agrees terms and conditions of contracts and sub-contracts ensuring that the council's commercial position is always protected/maintained.
- Provides high quality communication and professional reports to the City Mayor, City Director and senior infrastructure managers, advising them on matters of infrastructure policy, project progress and delivery.
- Liaises with key developers, builds relationships, provides input to development discussions with partners and guides the delivery of high quality development activity to contribute to the city's growth agenda.
- Assists with the development and management of the Infrastructure team supporting the head of service and group leaders and deputising where appropriate.
- Leads performance management across the Infrastructure function, including service planning, financial oversight, and performance reporting, driving continuous improvement and value for money
- Contributes towards the development of the Infrastructure team's business plan and other agreed corporate priorities.
- Adheres to council procedures including Health and Safety, HR, Equalities and Diversity.
- Maintains effective links and joint working with public, private and voluntary agencies at City, regional and national level and to advise the Head of Service of problems and opportunities affecting strategic policy and resource procurement.
- Prepares co-ordinates and submit strategies and proposals for funding from the Greater Manchester Single Settlement and other opportunities from government or external agencies and to monitor these projects/programmes as appropriate.
- Establishes and maintains programme governance, reporting standards and controls to provide transparency and support effective decision-making.

## Key outcomes

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- Leads delivery of key infrastructure projects within a portfolio office/PMO structure.
- Plans, monitors and manages projects and programmes identifying and mitigating any commercial, financial or legal risks.
- Ensures that the projects remain compliant with any legislative or governance changes at a Salford, Greater Manchester and national level.
- Manages and delivers complex, multi stakeholder projects or programmes to time and budget, ensuring highest level of communication and relationship management across all levels.
- Leads procurement exercises, ensuring best value for money and adherence to appropriate financial arrangements.
- Manages and monitors budgets and financial risks associated with programmes and projects to ensure effective management and financial propriety.
- Leads change management activities including change impact assessment, stakeholder management, managing resistance, building change capacity, designing and defining roles and responsibilities.
- Leads the drafting, evaluation, negotiation and execution of commercial contracts.

## What we need from you

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- Experience of leading, implementing and managing a range of programmes and/or projects to deliver physical and economic regeneration.
- Experience of leading projects from inception and design phases through to successful implementation on the ground – including bid writing/case-making, procurement, contract management and risk management.
- Experience of developing and implementing effective project management systems to deliver successful major projects and programmes.
- Strong team leadership abilities with the ability to motivate and mobilised individuals outside their reporting lines.
- Experience of and working in the infrastructure industry with private sector partners, an understanding of development finance and a commercial awareness.
- A high standard of contract drafting and strong negotiation skills.
- An engaging, resilient, persistent, good negotiator with excellent communication skills and willing to take ownership of an exciting and significant portfolio of work.
- Highly developed organisational awareness and ability to understand any sensitivities within a complex multi-stakeholder structure; and think strategically to overcome obstacles to co-operation and progress.
- Current knowledge and understanding of infrastructure initiatives, Government funding initiatives and programmes, external funding programmes and initiatives.
- Computer literate with a good knowledge of Microsoft packages, particularly Word, Excel Project.
- Appropriate degree or professional qualification is desirable but not essential.
- Excellent attention to detail with an ability to work to tight deadline.

# What we can offer you

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Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

## Developing your leadership skills

We want to equip our leaders with the knowledge, skills and behaviours outlined in our #LeadingSalford programme. Our aim is to support you to lead highly engaged, motivated teams in today's rapidly changing environment. This will be achieved through a range of bite-size Master Classes designed to help you meet the expectations that we have of our Salford leaders. In addition to the core Master Classes, we also provide accredited leadership programmes which let you build on your experience, learn about emerging approaches, and further develop your leadership practice.

## Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

## Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](#) website.

## Tailored Development

# A digital organisation

## Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea website](#).

## Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme, you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

# Our leadership behaviour framework

**Leadership is action, not a position. It's not just what we do but how we do it.**

Whatever your role at Salford, we all strive to achieve our vision and the best outcomes for the residents and communities of Salford.

As leaders, we all have an important part to play in achieving our organisational and service priorities. These priorities give us direction and a shared purpose in our roles and should be the focus when making decisions.

We can help make these priorities a reality by living and breathing our Salford values and leadership behaviours.

**This framework is broken down into three main areas:**



**Leading Self** - making sure we are role modelling the values and invested in our own development, demonstrating integrity and authenticity.

**Leading People** - where we create high performing teams, and a culture that is inclusive, open and where everyone has a voice.

**Leading Salford** - setting the vision and purpose, and connection to the city, empowering others around you to ensure residents are at the heart of what we do.

This behaviour framework will support us all to reflect and hold ourselves, and each other to account, as we strive for continuous improvement.

Full details of how this framework shapes our Leaders and is delivered in the workplace can be found on the [Salford Leadership](#) pages of our [greater.jobs](#) website.

## Our organisation's values

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**We have four values: Pride, Passion, People, Personal responsibility.**

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

## Our values



**Pride**

**Passion**

**People**

**Personal responsibility**

## Application guidance

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We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

### Role details

Completed by:

Date:

Job code:

Job score:

Date of evaluation: