

## Senior Commercial Manager

## Role Profile

**Service:** Highways, Transport and Environment – Place Directorate  
**Band:** SM4C  
**Reporting to:** Director of Highways, Transport and Environment  
**Responsible for:** No direct reports



**TRAFFORD**  
COUNCIL

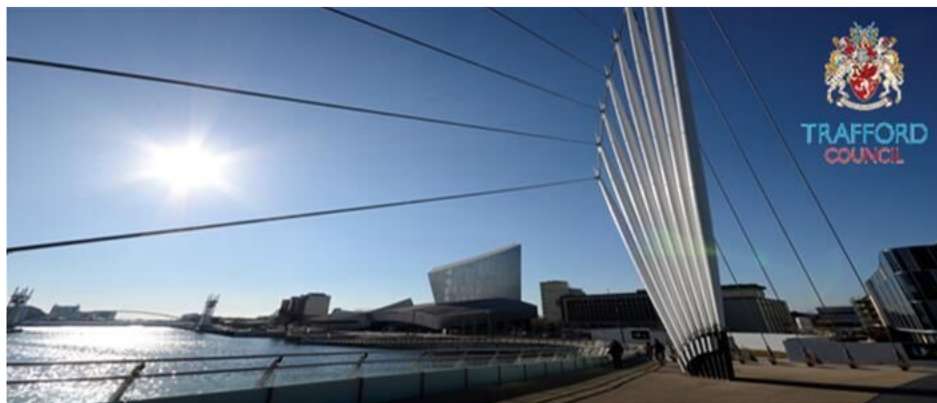
## About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

***Our vision: Trafford – where all our residents, businesses and communities thrive***

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



## Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

**At Trafford Council we are EPIC**

**We EMPOWER** – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

**We are PEOPLE CENTRED** – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

**We are INCLUSIVE** – We are committed to creating an environment that values and respects the diversity and richness differences bring.

**We COLLABORATE** – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

## About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

### Overview

The Highways, Transport and Environment Team provide a critical service for our residents, businesses and visitors. From the maintenance and operation of our carriageways, improving our offer through new projects and leading on recycling, waste collection and providing accessible green space, the Senior Commercial Manager will focus on the financial and commercial aspects of what we do. This is a strategic role overseeing contracts, identifying opportunities and mitigating risks to contribute to the safe and efficient day to day operations.

### Your Main Priorities

- Heading up all commercial aspects of the organisations' Highways, Transport and Environment Service, making a significant impact on Trafford Council and its priorities.
- Leading and managing the commercial aspects of the One Trafford Partnership Contract with an immediate focus on the councils Highway Construction Capital Programme, extending to Resources and Waste Green Space and Parking Enforcement teams that supports the overall vision of the Council.
- Ensuring that projects and services are delivered to the required standard of quality and within the specified constraints of time and cost, working closely with colleagues around understanding the quality of construction
- Reviewing the existing processes and procedures, providing recommendations for change and implementing them when agreed.

### Key duties

- Taking full financial responsibility for projects within the Highways, Transport and Environment (THE) Capital Programme, advising the team on the commercial aspects of programme delivery.

- Assisting the team with value engineering to identify commercial and technical problems, secure the best possible results, ensure completion dates are hit, and ensure projects are delivered within the approved budgets.
- Responsibility for risk management processes and systems and project-based financial reporting working alongside the Council's financial management team.
- Providing specialist advice to the One Trafford Partnership and the wider Council as required.
- Acting as the Council "Client" representative during design, procurement and construction stages of development projects when required, with a focus on working at site level to ensure projects are delivered to budget, quality standards and programme.
- Analysing, managing and monitoring all project cash flow forecasts, presenting information clearly to the client team, reporting any overspends promptly with reasons, and valuing engineering proposals directly liaising with contractors and consultants on cost matters to produce cost efficient solutions.
- Reviewing and analysing industry trends and external funding opportunities to ensure maximum possible benefit to the Council.
- Contributing to the overall management of the One Trafford Partnership to ensure consistently high standards of service delivery and customer satisfaction are achieved.
- Complying with the Council's health and safety policies in all aspects of employment and service delivery.

## About You

### **Qualifications and Professional Development**

- Chartered status with Royal Institution of Chartered Surveyors or other construction-based qualification to at least degree level, plus relevant post qualification experience
- Evidence of continued relevant professional development and commitment to keep up to date with current legislation

### **Experience and Knowledge**

- Extensive experience of working as a Senior Quantity Surveyor, including experience as Project QS level
- Experience of preconstruction and construction phases of development
- Demonstrable experience of dealing with commercial issues at senior level

- Extensive knowledge of commercial contracts, and supporting agreements to ensure that the team is made aware of any commercial implications that may arise on site and post completion
- Previous experience of working on complex projects as part of an integrated management team
- Demonstrable experience of partnership working, creating a culture of high-level performance and cohesive working
- Experience in Local Government and political environment working with elected members
- Understanding and ability to apply the Council's EPIC objectives, Corporate Plan

**Skills and abilities**

- Interpersonal skills: motivate colleagues and partners, and able to influence and negotiate successfully with a wide range of stakeholders
- Able to work collaboratively and establish positive relationships with Councillors, senior managers, staff and external partners
- Able to effectively communicate with a wide range of audience, exchanging and presenting wide-ranging complex information often to non-specialists
- Innovation and strategic thinking: create solutions to business needs, adopt an imaginative, flexible approach and examine change proposals to ensure the best fit in achieving the Council's vision
- Deliver high quality performance to achieve strategic outcomes within the specified time
- Proven budget/financial management skills: manage a value for money service through monitoring and analysis of options
- Ability to analyse and interpret financial information and key data, exercising initiative and judgement, and challenging anomalies when required

**Special Conditions**

- Car User / full driving license required
- Willingness and capacity to travel across sites within the Trafford Borough
- Occasional unsocial hours/weekend work may be required

Date prepared/revised	New role profile – 17/06/2025
Prepared/revised by	J Lomax / R Pollard

Job Evaluation

17/06/2025

### **Health and Safety**

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

### **Equalities & Diversity**

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

### **Customer Care**

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.  
To recognise the value of its people as a resource.

### **Training and Development**

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

### **Policy**

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

### **Information Governance**

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.