**Job Profile Information: Commercial Officer (Construction Management Trainee)**

**This supplementary information for Commercial Officer (Construction Management Trainee)is for guidance and must be used in conjunction with the Job Capsule for Job Level 1 Zone 3. Camden Way Category 2.**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

To provide commercial management support, in a trainee capacity, to the Property Services Commercial Team whilst combining the learning and development opportunity to complete the higher apprenticeship Level 6 in Construction Management. This will result in developing the skills necessary to become responsible for a range of construction related commercial activities (supplier relationship coordination, bid governance, reviews, contract management support, programme coordination and management, data configuration management. etc.)

**Additional responsibilities/specialisms:**

To work towards the successful completion of the higher apprenticeship in Construction Management Level 6. It is estimated this training programme will take between 3.5 and 4 years after which the trainee will be a qualified Surveyor, Quantity Surveyor or Clerk of Works.

**Example outcomes or objectives that this role will deliver:**

1. Reporting to Commercial Manager.
2. Be the point of contact for advice on contract and related change documents and issues.
3. Administration / input to requisite bid templates and taking through internal governance any new opportunities.
4. Delivering presentation / workshops on various processes and tools.
5. Managing the Better Homes supplier appointment process.
6. Assist in management of the commercial and contractual aspects with the customer and ensuring compliance within the required corporate policy, governance and approvals. (Social value, Sustainability etc.)
7. Monitoring and tracking the purchase to pay process.
8. Facilitating / coordinating supplier engagement meetings
9. Gain an understanding of any head contract terms and conditions and how these flow down to the Subcontract supply chain, in order to eliminate/reduce risk during the pre-contract period.
10. Completing the Level 6 higher apprenticeship in Construction Management within the set timescale.

**People Management Responsibilities:**

*None*

**Relationships;**

*Internal*

Reporting to the Commercial Manager and liaising with Team Managers / Contract Managers, Asset Team, Quality Assurance Team. This role will include working closely with key internal partners including Engineering Services, Planning etc.

External Suppliers

The post holder will be required to liaise with stakeholders, including community groups, resident and amenity groups etc.

The role will involve external supplier and market engagement activities.

**Work Environment:**

1. Office based with some of site / outdoor work (scoping work specifications)
2. Work will be primarily office based.
3. Has to be able to work flexibly across various work environments.
4. May be required to occasionally attend evening meetings, including resident Engagement / Development Control Committee.
5. The post holder will be required to work independently.
6. Work involves some risk to personal safety arising from site visits.
7. College visits for training as required.

**Technical Knowledge and Experience:**

1. Must be able to meet the minimum entry criteria for the framework and be dedicated to completing the entire training programme and developing a career in Surveying or similar role within the construction industry. The training programme commences with:
	1. Higher Apprenticeship in Construction Management Level 4: Pathway 1 - Construction and Building Services Management and Supervision (Sustainability).
		1. Entry to this apprenticeship is dependent on having gained Level 3 qualifications (Advanced Apprenticeship) or appropriate prior experience of work in the sector. The qualification is not suitable for younger (pre18+) learners.
		2. Suitable level of physical fitness to perform aspects of the job (e.g. working out-doors in all seasonal weather conditions) at height or underground.
	2. Successful completion of the level 4 qualification leads to progression into the Higher Apprenticeship in Construction Management Level 5 (or equivalent)
	3. Successful completion of the level 5 qualification leads to progression into the Higher Apprenticeship in Construction Management Level 6 (or equivalent)
2. Some experience working in a construction based environment such as Property Services etc.
3. Good IT skills (Microsoft Office programmes - excel/word/power-point skills).
4. Good communication skills.
5. Good time management skills.
6. A genuine interest in developing to Surveyor level while working within a Commercial function.
7. Ability to develop Commercial administration skills.
8. Ability to develop good understanding of cost models/business models in relation to NEC\*, familiarity with accounting practices, commercial audits, forecasting and valuations.
9. Ability to develop a good understanding of contract terms and conditions.
10. Be an enthusiastic and flexible team member with positive attitude.

*\*NEC stands for New Engineering Contract: a standard form of contract covering Engineering and Construction works and services otherwise referenced as NEC ECC (Engineering and Construction Contract) or NEC PSC (Professional Services Contract).*

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

**Chart Structure**

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