**Job Profile Information: Commercial Officer (Business Administration Trainee)**

**This supplementary information for Commercial Officer (Business Administration 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 business administration support, in a trainee capacity, to the Property Services Commercial Team whilst combining the learning and development opportunity to complete the higher apprenticeship in Business and Professional Administration Level 4. This will result in developing the skills necessary to become responsible for a range of construction related ‘Supply Chain Management’ and ‘Commissioning’ activities with significant business administration responsibilities. This would also include commercial activities (supplier relationship coordination, bid governance, reviews, contract management support, programme coordination and management, data configuration management. etc.)

* To support the Property Services Commercial Team in delivering an excellent service and assure probity in all transactions.
* To provide first line management support to internal stakeholders (Contract Managers, Team Managers etc.)
* To manage and keep up to date various Databases, Project Management tools / trackers.
* To manage the correspondence between the team and other stakeholders.
* Council policies and procedures and at or above target levels set by the Council.

**Additional responsibilities/specialisms:**

To work towards the successful completion of the higher apprenticeship in Business and Professional Administration Level 4. It is estimated this training programme will take between 24 to 30 months after which the successfully qualified trainee will continue as a Commercial Officer.

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

1. Reporting to Commercial Manager.
2. Be the point of contact for business administration support on commercial related documents and issues.
3. Administration / input to requisite business process issues, coordination and management.
4. 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.)
5. Monitoring and tracking the purchase to pay process.
6. Facilitating / coordinating supplier engagement meetings
7. Completing the higher apprenticeship in Business and Professional Administration Level 4 within the set timescale.

**People Management Responsibilities:**

*None*

**Relationships;**

*(Nature of relationships and partnerships e.g. internal, external, and level)*

*Internal*

Reporting to the Commercial Manager and liaising with Team Managers / Contract Managers, Asset Team, Quality Assurance Team.

External Suppliers

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

**Work Environment:**

*(Describe the work environment e.g. office based, outdoors etc.)*

1. Work will be primarily office based.
2. Has to be able to work flexibly across various work environments.
3. May be required to occasionally attend evening meetings, including resident Engagement / Development Control Committee.
4. The post holder will be required to work independently.
5. College visits for training as required.

**Technical Knowledge and Experience:**

**(***E.g. qualifications that are essential for the role and / or examples of the experience role holders would be expected to have in order to succeed in the role)*

1. Must be able to meet the minimum entry criteria for the framework and be dedicated to completing the training programme and subsequently developing a career in Business Administration and or Management or similar role within a commercial enterprise. The training programme is comprised of the higher apprenticeship in Business and Professional Administration Level 4:
   * 1. Entry to this apprenticeship is dependent on having gained a Level 3 qualification (or equivalent) in a broadly related subject or can demonstrate sufficient relevant experience in a related job role and Level 1 English and Maths qualifications (or equivalents).
2. Some experience working in a business administration environment such as an office 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 Business Manager 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 and gain understanding of accounting practices, commercial audits.
9. Be an enthusiastic and flexible team member with positive attitude.

**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**

**TBC**