

JOB DESCRIPTION

Job Title	Commercial Officer		
Directorate	Education		
Reporting to	Commercial & Funding Lead		
Grade	13		
Evaluation ref:	TR0031	Job ref:	Family
Role purpose			
Responsible for managing and optimising the commercial activities related to educational services. This role involves developing and implementing commercial strategies to enhance revenue generation, ensuring compliance with relevant regulations, and fostering partnerships with external stakeholders. The officer will be responsible for identifying new business opportunities, negotiating contracts, and managing funding streams to support educational initiatives. Additionally, the role requires close collaboration with various service areas to align commercial objectives with the council's educational goals, ensuring that all commercial activities contribute to the overall improvement of educational services in Somerset. The post holder will also provide strategic advice to senior management, support budget planning, and oversee the financial performance of commercial projects within the Education Directorate.			
Accountabilities			
<ul style="list-style-type: none"> • Develop and implement commercial strategies to enhance revenue generation within the Education Directorate. • Identify and pursue new business opportunities to support educational initiatives. • Negotiate and manage contracts with external partners and suppliers. • Ensure compliance with relevant regulations and council policies. • Manage funding streams and financial resources to support educational projects. • Collaborate with various service areas to align commercial activities with educational goals. • Provide strategic advice and support to senior management on commercial matters. • Oversee the financial performance of commercial projects and initiatives. • Prepare and present reports on commercial activities and financial performance. • Support budget planning and resource allocation for commercial projects. • Foster and maintain relationships with key stakeholders and partners. • Monitor market trends and competitor activities to inform commercial strategies. 			
Knowledge / Experience / Skills			
		Essential	Desirable
Knowledge			
Understanding of commercial strategies and revenue generation.		x	

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Knowledge of relevant regulations and compliance requirements.	x	
Understanding of contract management and negotiation.	x	
Awareness of funding streams and financial management.	x	
Familiarity with the education sector and its commercial aspects.	x	
Knowledge of market trends and competitor analysis.		x
Experience		
Experience in a commercial role within the public or private sector.	x	
Experience in developing and implementing commercial strategies.		x
Experience in contract negotiation and management.	x	
Experience in managing funding streams and financial resources.	x	
Experience in stakeholder management and partnership development.		x
Experience in the education sector or a related field.		x
Qualifications / Registrations / Certifications		
Bachelor's degree in Business, Finance, Education, or a related field.		x
Professional certification in commercial management or a related discipline.		x
Training in contract management and negotiation.		x
Master's degree in Business Administration (MBA) or a related field.		x
Certification in financial management or accounting.		x
Continuous professional development in commercial or educational management.		x
Skills		
Effective communication and interpersonal skills.	x	
Strong analytical and strategic thinking skills.	x	
Excellent negotiation and contract management skills.	x	
Ability to manage multiple projects and priorities.	x	
Strong problem-solving and decision-making abilities.	x	

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Proficiency in financial analysis and budget management.	x	
Ability to work collaboratively with diverse teams.	x	
Proficiency in using relevant software and tools.		x
Strong organisational and time management skills.	x	
Ability to adapt to changing market conditions and organisational needs.		x
Working Conditions		
Dimensions of the role		
Working Arrangements		
Somerset Council's dynamic Working Strategy will be applied to this position.		
Corporate Accountabilities		

Date: