



JOB DESCRIPTION

Job Title	Senior Commercial Officer		
Directorate	Finance & Procurement		
Reporting to	Senior Procurement Manager		
Grade	10		
Evaluation ref:	AG0945	Job Family ref:	EST10
Role purpose			
To support contract managers across the Council, to ensure all contracts with third party suppliers are managed effectively, efficiently, and in compliance with all legal and regulatory requirements to deliver the outcomes required.			
Responsibilities			
Provide commercial and contract management technical advice and guidance to Services/contract managers across the Council wishing to commission/outsource /externalise/bring back in house/ services			
Provide specialist commercial input to related projects (such as Transformation and Core Council programmes). This includes devising key commercial principles (KCPs), key performance Indicators (KPIs) and service credits, application of the Pay Price Mechanism (calculating and approving payments), ensuring value for money, risk and liability management, quality assurance and benchmarking			
Provide contract and commercial advice to other service areas, to improve and embed good contract management across Somerset Council.			
Support contract managers in the development and implementation of effective performance monitoring frameworks.			
Support the embedding of the Contract Management Framework across the Council.			
Provide technical advice and support in commercial negotiations with Suppliers to resolve contractual disputes and manages effective and systematic procedures to contractually administer and manage change control processes.			
Assess and evaluate the effectiveness and performance of the services provided by Suppliers on identified gold and silver tier contracts, the highest value and risk contracts of the Council.			
Undertake conflict resolution and exercise judgement as to when issues/concerns need to be escalated, on identified contracts			
Provide input to commercial audits or carry out commercial/contract management aspects of audits			

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Prepare contract, commercial and performance reports for Commercial and Procurement management

Deliver contract management training to contract managers.

Provide input to contract, commercial and legal reports when the Council is involved in Disputes with Suppliers (used by legal e.g. defending claims, supporting evidence required by barristers/QCs).

Attends contract meetings and ancillary ad-hoc meetings in accordance with contract need.

Impact

Contacts & Relationships

Formal and informal contacts will be with professional officers, elected Members and members of SLT to provide professional advice and to discuss options required for high profile Transformation and Core Council Programmes.

Contact with external Suppliers and Consultants to discuss, debate, manage and conclude complex contract and commercial matters.

Regular contact with senior managers to inform and advise regarding commercial and performance matters.

Frequent contacts with a large range of technical experts and other professionals in order to monitor, influence, motivate, provide assistance, support and instruct on the ways and means by which they communicate with Suppliers or on interpretation of contract documents.

Resources

Provides commercial support and advice to contract managers on identified contracts which range from £40m per annum (£220m for the term of the contract) to small contracts for one-off service (less than £100k each).

	Essential	Desirable	
Knowledge			
Good understanding of contract management and commercial best practise.	X		
Demonstrable knowledge and understanding of the statutory, policy, strategic commissioning and contract management framework in which contracts are managed and commercial decisions made.		X	

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Experience			
Contract management experience relating to high risk and value contracts	X		
Demonstrable knowledge and understanding of the statutory, policy and strategic commissioning context		X	
Qualifications / Registrations / Certifications			
<ul style="list-style-type: none"> Relevant academic or vocational qualification. English and Maths GCSE or equivalent. 	X		
<ul style="list-style-type: none"> Qualified to Institute of Purchasing and Supply professional level 4 or equivalent legal or contract management or commercial qualification. Educated to Degree level or equivalent 		X	
Skills			
<ul style="list-style-type: none"> Ability to understand and interpret contracts and the required deliverables and outcomes. Must be competent in the use of: MS Office and E-procurement systems. Able to understand and review financial models and formulas to adjust contract pricing. Ability to contribute proactively and positively in a team environment. Negotiation with suppliers and customers Competent in the use of: Databases and Power point. Ability to problem solve and devise options for the client. Innovative and lateral thinking. Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016). 	X		
Working Conditions			
Working Arrangements			
Somerset Council's dynamic Working Strategy will be applied to this position.			
Corporate Responsibilities			

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Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practice.

Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: May 2025