

JOB DESCRIPTION

Job Title	Commercial Support Assistant		
Directorate	Education		
Reporting to			
Grade	15		
Evaluation ref:	TR0032	Job ref:	Family
Role purpose			
<p>This position involves providing administrative and operational support to the Commercial Team Leader and ensuring the smooth running and promotion of commercial activities. The role includes managing contracts, liaising with customers, processing invoices, and maintaining accurate records. The post holder will also be responsible for coordinating meetings, preparing reports, and liaising with internal and external stakeholders. This role requires strong organisational skills, attention to detail, and the ability to work effectively in a fast-paced environment. The role holder will contribute to the efficiency and effectiveness of the commercial team, ensuring that all commercial activities are conducted in compliance with council policies and procedures.</p>			
Accountabilities			
<ul style="list-style-type: none"> • Provide administrative support to the Commercial Team Leader. • Manage and maintain accurate records of contracts and commercial agreements. • Process invoices and ensure timely payments. • Coordinate and schedule meetings, including preparing agendas and minutes. • Prepare and distribute reports on commercial activities. • Liaise with internal and external stakeholders to support commercial operations. • Promote commercial activities across a variety of platforms and directorates. • Assist in the preparation and review of commercial documents and contracts. • Monitor and track commercial performance metrics. • Ensure compliance with council policies and procedures in all commercial activities. • Support the development and implementation of commercial strategies. • Handle telephone and email enquiries related to commercial matters. • Assist in the management of the commercial budget and resource allocation. 			
Knowledge / Experience / Skills			
	Essential	Desirable	
Knowledge			
Understanding of commercial operations and practices.	x		
Knowledge of contract management and administration.	x		
Familiarity with council policies and procedures.		x	

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Awareness of financial processes and invoice management.		x
Knowledge of data protection and confidentiality requirements.		x
Understanding of the education sector and its commercial aspects.		x
Experience		
Experience in an administrative or supportive role.	x	
Experience in managing contracts and commercial agreements.		x
Experience in processing invoices and financial administration.		x
Experience in coordinating meetings and preparing reports.		x
Experience in liaising with internal and external stakeholders.		x
Experience in working within a public sector or educational environment.		x
Qualifications / Registrations / Certifications		
Relevant qualification in business administration or a related field.		x
Additional qualifications in commercial management or finance.		x
Training in contract management.		x
Professional development courses in administrative support.		x
Certification in data protection and confidentiality.		x
Skills		
Effective communication and interpersonal skills.	x	
Excellent organisational and time management skills.	x	
Strong attention to detail and accuracy.	x	
Ability to work independently and as part of a team.	x	
Strong problem-solving and analytical skills.	x	
Proficiency in using Microsoft Office and other relevant software.	x	
Working Conditions		

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Dimensions of the role
Working Arrangements
Somerset Council's dynamic Working Strategy will be applied to this position.
Corporate Accountabilities

Date: 31/1/2025