SECTION ONE

Service Unit: Commercial Development  
Post Title: Commercial Development Manager  
Grade: Scale 32-35

SECTION TWO

Responsible to: Head of Commercial & Economic Development

Responsible for: Delivery and support of the Council’s Commercialisation Strategy and associated work programme

SECTION THREE – Overall purpose of job

The Commercialisation strategy sets out the vision;

*The Council embodies a ‘We mean Business’ culture. Our staff feel empowered, engaged and ambitious in their approach to delivering services in an efficient customer focused way. The Council collaborates to maximise the monetary and social value return to public services, supporting the council to become more financially sustainable.*

The post holder will work with the Head of Commercial & Economic Development to promote, implement and deliver the objectives set out within the Commercialisation Strategy ‘We Mean Business’ and associated work programme, including leading project delivery, to support the Council’s corporate and financial objectives.

Acting as the Council responsible officer for;

- Delivering, supporting and transforming existing internal services, working with Council officers to explore ideas, assist in developing business plans and if approved work with the relevant department to implement to increase / generate income, identify and improve efficiencies.
- Demonstrating the attributes and behaviours that encourages a culture which embraces an entrepreneurial mind-set, positively impacting services
- Leading by example to help build a resilient workforce that is innovative, inquisitive and one that challenges the norm

SECTION FOUR – Principal Responsibilities

Commercialisation Activity

Work with a range of stakeholders across the Council to review existing
approaches to commercialisation within the organisation, and explore and develop new models, business opportunities, and partnerships that maximise surplus income, and efficiency opportunities.

Explore, investigate and research new investment opportunities for the Council and produce business cases to determine if they are viable.

Be outward looking in approach by benchmarking opportunities and researching across sectors to inform and shape idea generation

Project manage multiple commercial projects to ensure mechanisms are in place to manage risks and issues so that the business case / project is delivered.

Support the management of complex professional teams, issue and authorise work packages and manage their progress to ensure tasks are completed. Manage escalating project issues, investigate, manage and report to Senior Officers.

Work with the Head of Commercial & Economic Development to deliver the Council’s Commercialisation Strategy and its associated work programme.

Proactively challenge existing service delivery to identify opportunities for innovation and improvement to utilise the full potential of resources and deliver excellent outcomes for customers.

Identify services that would benefit from process review, and lead each review in consultation with the Senior Manager and staff to identify financial and service improvements.

Prepare, in consultation with staff, an improvement plan arising from each review to ensure that the identified changes are implemented and the efficiencies delivered.

Demonstrate commercial behaviours and skills within the organisation, building a positive reputation for the Council’s Commercialisation Strategy with internal stakeholders.

**General**

1. To deputise for the Head of Service when requested or required to do so, including attendance at internal and external meetings, including occasional evenings and weekends if so required.
2. Prepare bids and contribute to negotiations with external funding agencies to secure funding for council initiatives and ensure compliance with contract conditions during delivery.
3. To support the development and implementation of the Commercialisation Strategy, annual Service Plans and budget setting
4. To prepare reports on relevant matters to formal and informal Council meetings, as appropriate.
5. To ensure compliance with all Council policies particularly Health and
safety and Equal Opportunities.
6. To assist the Head of Service in maintaining a durable budget.
7. The ability to travel around the Borough and beyond will be a desirable feature of the performance of the above duties.
8. To implement and champion Equality and Diversity across the Service area, promoting social cohesion and including across the full range of activities.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the Service Area; always in consultation with the post holder.

SECTION FIVE – Main levels of contact

Internal:
All services; all levels; Councillors; Senior Management Team; Corporate Management Team

External contacts: Company directors and managers, professional advisors, county and district councils, Local Enterprise Partnerships, Universities, Chambers of Trade, town centre, market towns and rural partnerships, voluntary sector.

SECTION SIX – Special features of the post

This role will involve occasional working outside of normal office hours in order to attend meetings and events.

This role is considered to be an Essential Car User.

This role may involve hot-desking.

SECTION SEVEN

Job Description prepared by: (Manager) Date
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Approved by: (Personnel) Date
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Agreed by: (Post holder) Date
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