

<b>Job title:</b>	Commercial Manager
<b>Job ref:</b>	HFL1279
<b>Hours:</b>	37 hours per week
<b>Salary band:</b>	Band 6 – £50,000 p.a
<b>Contract:</b>	Permanent
<b>Reports to:</b>	Director of Business and Organisation Development
<b>Team:</b>	Business and Organisation Development (BOD)
<b>Location:</b>	Head Office – Stevenage

## Our company

Herts for Learning Ltd (HfL) is the UK's largest schools company. Developed from Hertfordshire Local Authority's education services, the company is now owned and accountable directly to schools, which hold 80% of the shares, and with Hertfordshire County Council (HCC) owning 20% of the shares.

HfL provides trusted, inspirational and collaborative teaching, learning, leadership and business support to schools and education settings in Hertfordshire and beyond. With our not-for-profit ethos at the heart of what we do, we are dedicated to raising standards and improving teaching and learning, we work closely with schools to ensure that our products and services meet their continually changing needs.

## Job context and Purpose of the job

Working for the Director of Business and Organisation Development (BOD), you will employ a commercially focused approach to the procurement and management of major contracts to ensure optimised viability and cost efficiency for our customers. You will be the go-to source of advice on procurement, contracts and NDAs.

You will help nurture new business initiatives (from research stages through to launch) to increase sales and grow our presence in new markets. Appropriate prioritisation of innovation ideas will be critical, as will developing rigorous business cases to enable Herts for Learning make appropriate commercial decisions. You will help improve internal systems, processes and ways of working to embed a more commercial and customer focused approach to the delivery of products and services.

## Main areas of responsibility

- Procurement and Contract Management:
  - Lead on major strategic procurements, commercial negotiations and contractual developments
  - Ensure that all major third parties deliver high quality, efficient services that meet agreed levels and outcomes
  - Refine internal HfL procurement processes with relevant advisory and legal support to ensure adherence to all relevant regulations and ensure best commercial value
  - Refine and maintain a departmental contracts register to ensure timely process completion
  - Work with Service Leads to develop Partnership and/or Service Level Agreements where required
  - Manage and resolve all Commercial or Contractual issues through to outcome
- Business Development:
  - Work with BOD Director to identify opportunities for new partnerships to promote the HfL brand and open up new income streams.
  - Lead (or support the BOD Director) in proposal preparation, presentations, and contract negotiations with potential clients and strategic partners as appropriate.
- Bids and Funding:
  - Help ensure HfL bids are as strong as possible by providing support and constructive challenge to teams submitting tenders
- People:
  - Manage the Project Manager, providing appropriate programme and project management support to ensure projects are delivered on time and to budget
  - Manage the Business Development Co-ordinator (this role administers the Innovation Pipeline)

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time become necessary.

## Equal Opportunities

HfL is committed to the aim of ensuring that everyone who applies to work for us receives fair treatment and we positively encourage applications from suitably qualified and eligible candidates regardless of age, disability, race, sex, gender reassignment, sexual orientation, religion or belief, marriage and civil partnership and caring status. We expect all our staff to demonstrate a commitment to advancing equality of opportunity and fostering good relations.

## Disclosure and Barring Service

This post may be subject to full pre-employment checks and is exempt from the Rehabilitation of Offenders Act 1974. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

## Health and safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

## Intellectual property rights

It is a contractual requirement of all employees of HfL to protect the intellectual, property rights of the company and to adhere to our company policy with regard to IP.

## Person specification

Please provide a supporting statement outlining why you are applying and how you meet the criteria below;

### Experience

The post holder will:

- have experience of managing multiple large initiatives successfully in a commercial environment, prioritising as required
- have relevant industry recognised qualifications in formal commercial disciplines
- have experience of varying procurement processes including both private and public sector approaches
- experience of contract finalisation and delivery
- be able to demonstrate experience in working with a range of stakeholders to deliver relevant commercial outcomes on budget and within a specified time frame
- have experience of developing and improving business systems and processes to meet strategic objectives and reduce risk
- understand and be able to demonstrate the principles of continuous improvement in the workplace
- have a systematic approach to creating, applying and monitoring commercial controls
- have experience of coordinating activity to achieve project objectives in a complex business environment

## Skills

The post holder will:

- have excellent numeracy, literacy and IT skills
- be able to communicate clearly and effectively with others, both verbally and in writing
- be able to present information in an accurate and appropriate format
- have excellent organisation skills and demonstrable attention to detail
- be able to prioritise their own workload, work on numerous activities simultaneously, complete tasks and meet deadlines
- be able to use initiative
- be able to drive and have access to a car

## Behaviours

The post holder will:

- be able to demonstrate HfL's core values of Trust, Inspiration and Collaboration
- be able to motivate others and align them to a vision, project or activity
- be able to remain positive, thinking creatively to move projects forward
- have a positive solutions focused approach with colleagues and stakeholders
- be committed to working flexibly to achieve company, service and team needs
- be able to build and maintain effective working relationships with a wide range of people and work co-operatively with others, as part of a team
- be discrete and able to ensure confidentiality
- be self-motivated to keep IT and other skills up to date and able to demonstrate a genuine desire to learn new technology/applications/areas of work

## Attributes

The post holder should be:

- highly organised, driven and resourceful
- be able to manage competing pressures
- proactive and self-motivated
- creative and enthusiastic
- committed to delivering against objectives

For an informal discussion regarding the role, please contact Sarah Dobbs via email on [Sarah.Dobbs@hertsforlearning.co.uk](mailto:Sarah.Dobbs@hertsforlearning.co.uk) and provide your mobile no. so a mutually convenient time can be arranged to discuss the role.

## APPLICATION PROCESS

Please download and complete the HfL application form along with the supporting statement, explaining how you meet the requirements of the job outline and person specification. We would also love to hear why you are interested in becoming part of the HfL team.

To submit the application or to discuss any recruitment queries please email [hfl.recruitment@hertsforlearning.co.uk](mailto:hfl.recruitment@hertsforlearning.co.uk) or contact our Central Recruitment Team on 01438 843465.

**Closing Date: TBC**

**Interview Day: TBC**