Key facts

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| Job title: | Senior Commercial Manager | Location: | Dunfermline |
| Business: | TW East Scotland | Report to: | Commercial Director |

The purpose of the role

Lead the commercial management of the business unit’s developments, and the day-to-day management of the commercial team. Be an active member of the business unit senior management team.

Including setting operational targets and goals across the commercial team and ensuring that plans are in place to deliver those goals. Also including an active involvement in training, development and succession plans.

Specifically responsible for the CVR, Payment, VIM, WIP and cashflow forecast processes. Also setting site budgets and providing commercial input into land appraisals.

To maintain the business culture aligned to the Taylor Wimpey competencies and a control framework set out in the Taylor Wimpey’s Operating Framework, our Commercial Manual and CDM processes.

Key accountabilities

1. **Resource management**

* Manage the quantity surveying and buying activities in order that procurement and cost reporting are aligned within the COINS framework.
* Ensure adequate resources are on site to commence build in line with development programmes and site budgets.
* Monitor and evaluate subcontract performance and take any appropriate action.
* Work with all suppliers to negotiate best deals where appropriate and work with other departments to improve cost effectiveness.

1. **Full commercial management of our housing development**

* Provide a detailed site budget for each development. Maintain the site budgets both in COINS and BOQ.
* Negotiate and place orders with labour and material subcontractors / suppliers on a competitive tender basis.
* Calculate all the costs on developments within the business, reporting any movements in the costs since the preparation of the land purchase exercise. Costs to include, but not restricted to, house pricing, labour costs, and site work operations.
* Carry out full CVR process, incorporating analysis of Cost to Date and forecast Cost to Complete, and prepare and present information for P&L meetings.
* Ensure valuation / payment / accrual process is completed in accordance with the commercial timetable.
* Assist in finalising / agreeing / managing any Housing Association or infrastructure contracts.

1. **Monitoring and Cost Reporting**

* Fully review CVR’s with QS’s and ensure that the cost analysis of all sites is correct.
* Report on Value Improvement actions through Quarterly Value Improvement Meetings.
* Assist with the preparation of information for budget and forecasting purposes.
* Monitor the performance of suppliers and subcontractors in conjunction with site based staff and provide feedback and performance improvement plans outlining where an unacceptable standard of materials or performance has been identified.

1. **General**

* Be aware of all codes of practice that have a commercial impact i.e. building regulations, HSE, NHBC, etc.
* Attend concept, pre-start, pre-tender, specification, Health & Safety, and any other relevant meeting as required under the Company’s Operating Framework.
* Undertake regular site visits.
* Attend business unit and Group meetings as may be necessary.
* Any other duties as required by the Commercial Director.

Primary network: who you will work with

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| Internal: | **All staff involved in site development** |
| External: | **External suppliers of materials and labour** |

Key competencies

* Develop Relationships
* Collaborate
* Professional Impact
* Focus on Solutions
* Be Planned and Organised
* Makes Informed Decisions

Key experience

* Strong knowledge of all quantity surveying and buying activities.
* Demonstrated ability to manage and lead a professional team.
* Wide experience in the procurement and purchase of materials and sub contract labour.
* Good knowledge of Building Regulations, NHBC and Health and Safety requirements.
* IT literate (COINS system preferable).

If you would like to be considered for this role, please send your CV with a covering letter outlining your suitability for the role to [kirsteen.tweddle@taylorwimpey.com](mailto:kirsteen.tweddle@taylorwimpey.com) by close of business on Friday 10th July 2015.