

As part of a multi-disciplinary project delivery team, you will be responsible for overseeing the financial and commercial aspects of our home refurbishment projects including the secondary asset portfolio. You will lead on all aspects of cost control, contract management and overall performance reporting including social and financial value for money analysis.

The role, reporting to the Director of Assets – Investment, will support delivery of the annual £30m investment programme with commercial expertise and by implementing strong financial and contractual control measures.

**Commercial Manager**

**What are my key responsibilities?**

* Contract Management: take responsibility for the overall contractual and financial management of the investment programme projects. Support the project delivery teams to ensure compliance with contractual obligations, financial management and address any issues that arise.
* Contract Management: develop and implementing a range of standard operating procedures for the contractual and commercial aspects of project delivery.
* Cost Control: Oversee project cost management including budgeting, forecasting, and cost reporting. Implement strategies to deliver effective oversight of project costs and enhance value for money.
* Cost Control: Maintain oversight of project variations, ensuring they are agreed upon, documented, and reflect appropriate adjustments to contract values and timelines.
* Financial Reporting: Prepare and present regular financial reports to senior management, detailing both individual project and overall programme performance using key financial metrics.
* Risk Management: Identify and manage commercial risks associated with construction projects. Develop and implement risk mitigation strategies that protect whg. Ensure operational and strategic risk maps are updated to provide visibility and monitoring of key risk.
* Financial Management: Ensure all budget lines are accurately profiled to identify and demonstrate cashflow expectations. Combining project cashflows to create an overarching investment programme cashflow to be maintained collectively with colleagues in the finance team.
* Procurement: Support the procurement process, including sourcing and contracting key suppliers and contractors. Ensure that procurement activities follow best practice and align with project budgets and timelines.
* Tendering: Lead the tendering process for new and adhoc projects, including the preparation of specifications and selection of appropriate contract conditions. Lead the process through to contract award and mobilisation.
* Bidding: Ensure that external funding opportunities are identified, and expression of interest/bids are competitive, accurate, and timely to ensure we capitalise on any opportunities presented.
* Compliance: Ensure all commercial activities comply with legal, regulatory, and organisational standards including standing orders and financial regulations. Stay informed of industry trends and legislative changes that may impact whg.
* Change Management: Contribute to developing and delivering high quality, efficient, responsive and professionally competent asset investment services which maximise the potential of the Group’s property portfolio.
* Change Management: Responsibility for streamlining and process mapping to provide consistent delivery of services by the Asset team and to identify and implement system automation opportunities.
* Change Management: Maintain a strong understanding of key business software functionality to identify opportunities, recognise independencies and ensuring strong foundations on which to build solutions and future enhancements.
* Undertake any other duties commensurate with this post as reasonably requested.

**Relationships**

You will report directly to the Director of Assets - Investment.

You will have line management responsibility for a Quantity Surveyor and a Technical Officer.

Within the organisation, you will work collaboratively with the Asset Investment team and colleagues from across the organisation.

Outside the Company, you will develop and maintain networks with key partner organisations.

**Role Requirements**

* Financially literate with extensive experience of managing building contracts, budgets and conducting/commissioning financial analysis.
* Bachelor’s degree in quantity surveying, Construction Management, Business, or a related field.
* Significant experience in a commercial management role within the construction industry.
* Strong understanding of construction contracts, procurement processes, and cost management.
* Previous experience of managing and motivating teams.
* Excellent communication skills, both written and verbal.
* Evidence of continuing professional development.
* A focused, tenacious attitude with a methodical and logical approach to problem solving.
* Experience of working within an environment that delivers effective construction contract administration and financial performance monitoring.
* High degree of computer literacy skills and the ability to use a variety of software packages including databases, excel and Access.
* Strong intellect and analytical skills with the ability to analyse complex data, review alternative solutions and reach speedy, well-informed decisions.
* Ability to work under pressure and manage multiple projects simultaneously.
* Strong attention to detail but can also see the bigger picture.
* Empathy for and a good understanding of our customer base, with the desire to always do the right thing for our customers.
* Ability to work as a team and individually to achieve common goals and improve quality of service(s).
* Accepting responsibility for decisions taken and working on own initiative, within guidelines.
* Knowledge of the asset management function within a registered social landlord or similar.
* Knowledge of land, property, building and development related issues statutory requirements, financial, and legislative information

**whg’s values and behaviours**

At whg we have an ambitious aim to be an exceptional place to work that attracts, develops and retains talent.

We recognise that our success as a business depends largely on the quality and commitment of our colleagues; our values set out in the Corporate Plan identify the behaviours that we expect all colleagues to display at whg.

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| A blue circle with white hands in it  Description automatically generated | Trustworthy  You can rely on us. We are honest in everything we do. |
| A yellow circle with a white outline of hands shaking  Description automatically generated | Respectful  Valuing people and treating everyone with empathy and fairness. |
| A hand holding a shield  Description automatically generated | Accountable  Taking responsibility for our actions and owning the delivery of our promises. |
| A pink circle with two people holding a heart  Description automatically generated | Collaborative  Achieving great things by working together. |
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| A star on a blue circle  Description automatically generated | Excellent  Striving to be the best and delivering the best outcomes for customers and the organisation. |