



# Candidate information

Commercial Capital Manager



## Job Description

| Post Title: Commercial Capital Manager – Commercial Solutions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Post Reference: JD228 |                                                                                                                                      |
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| <p><b>Summary of the Role:</b></p> <p>2gether Support Solutions Ltd is seeking a to employ an experienced Commercial / Capital Manager to lead from a Commercial perspective the organisational delivery of a high value multi-year capital programme with an estimated value of c£67 million. Working in partnership with the Capital Projects, Operational Estates and Procurement teams the Commercial / Capital Manager will have oversight and take accountability for the financial and commercial reconciliation of project related funding and expenditure. This includes the reconciliation of the organisation's capital / medical equipment replacement programme and associated enabling projects. Reporting to the Associate Director of Commercial Solutions the successful candidate will play a crucial role in managing project costs, ensuring that financial aspects are effectively controlled and monitored.</p> <p>Covering a wide range of healthcare capital projects over three main acute hospital sites, the role combines elements of commercial management, cost planning, quantity surveying and estimating ensuring that projects are delivered within funding limits and in line within agreed organisational frameworks and governance structures. The postholder will be central to the accurate month on month reconciliation of project related expenditure and financial forecasting ensuring each project is delivered within agreed parameters set by the orgainsation.</p> <p>The role will require working collaboratively with diverse range of senior stakeholders (internal and external), to ensure the accurate reporting and reconciliation of funding is in line with organisational Financial Standing Instructions and that variances are managed within the commercial framework established for each project.</p> <p>The postholder will be required to travel across all the East Kent Hospital sites.</p> |                       | <p><b>Reports to: Associate Director Commercial Solutions</b></p> <p><b>Base / Location: Royal Victoria Hospital, Folkestone</b></p> |
| <b>Key Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       | <b>Working Relationships &amp; Contacts</b>                                                                                          |
| <p><b>Commercial / Capital Management</b></p> <ul style="list-style-type: none"> <li>Undertake commercial management, cost planning, quantity surveying and estimating duties to ensure that projects are delivered within agreed funding and expenditure limit;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |                                                                                                                                      |

- Monitor and accurately report against organisational frameworks and governance structures;
- Maintain comprehensive records of all financial values related to projects.
- Develop and manage the internal reporting of cost plans covering all stages of each project; and
- Where relevant ensure all full compliance with IFRS16 related expenditure;

### **Financial Oversight & Risk Management**

- Conduct financial analysis to optimise cost-effectiveness and efficiencies where possible;
- Prepare and maintain cost forecasts, cash flow projections, and expenditure reports;
- Ensure accurate financial reporting against agreed funding and expenditure levels;
- Escalate financial and commercial risks along with identifying mitigations;
- Optimise existing reporting processes and procedures to ensure accurate reporting and reconciliation of capital expenditure;
- Support the Capital Projects and Procurement teams in the valuation of planned versus actual expenditure;
- Ensure variations are appropriately captured, approved, reconciled and reported upon;
- Maintain systems for tracking and recording project funding and expenditure;
- Provide assurance and benchmarking of expenditure against NHS and industry standards;
- Ensure compliance with financial, and governance frameworks; and
- On behalf of implement measures over agreed workstreams, cost thresholds and delegated authority's to ensure expenditure remains within agreed limits.

### **Stakeholder & Team Leadership**

- Work collaboratively at levels across the organisation to ensure projects align with organisational funding;
- Conduct site visits in collaboration with stakeholders;
- Provide professional commercial advice to project boards and senior management; and
- Communicate effectively and maintain good working relationships with internal and external stakeholders, to ensure any issues are identified and dealt with appropriately.

### **Person Specification:**

**(Please state Essential (E) or Desirable (D))**

| Skills & Knowledge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Qualifications                                                                                                                                                                                                                                                                                                                                                                                       |
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| <ul style="list-style-type: none"> <li>• Experience with delivering complex capital project schemes with in an acute hospital setting (E);</li> <li>• Expertise in estimating, cost benchmarking, and lifecycle costing (E)</li> <li>• Strong financial and analytical skills, with the ability to present complex data clearly (E)</li> <li>• Excellent negotiation and stakeholder management skills (E)</li> <li>• Knowledge of NHS capital funding and governance arrangements (D)</li> <li>• Excellent digital proficiency (Microsoft Office 365, project management and financial reporting software) (E)</li> <li>• Understanding of sustainability and carbon reduction initiatives in construction projects (D)</li> <li>• Analyse drawings, specifications, and documentation (E);</li> </ul> | <ul style="list-style-type: none"> <li>• Substantial experience in commercial and cost management of capital projects (E), ideally with some public sector experience</li> <li>• Proven track record in estimating and cost planning for complex building or infrastructure projects.</li> <li>• Strong knowledge of contract frameworks and procurement regulations.</li> <li>• Excellent attention to detail, analytical thinking, and commercial awareness (E)</li> </ul> | <ul style="list-style-type: none"> <li>• Relevant qualification in Construction, Quantity Surveying, or related discipline (e.g.: Degree in Quantity Surveying, Construction Management, Commercial Management, or related field) (E).</li> <li>• Professional membership: CIOB / RIBA / APM, MRICS, MAPM, or equivalent (E).</li> <li>• Project management qualifications (PRINCE2) (D).</li> </ul> |

## Job Role: Essential Health and Safety information

| Does the post involve ?                            |                                                                                                                                                                                                                                                                                                        | Y        | N        |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|
| <b>Confined Spaces?</b>                            | A “confined space” means any enclosed place, such as may need to be accessed by Estates staff for maintenance such as loft spaces, plant rooms or flues.                                                                                                                                               |          | <b>x</b> |
| <b>Driving?</b>                                    | This means driving a Company Vehicle, Passenger Carrying Vehicle or transporting patients in own vehicle for work purposes. It does not include commuting or driving between places of work                                                                                                            |          | <b>x</b> |
| <b>Exposure to Substances Hazardous to Health?</b> | This is where risk assessments have identified known health hazards. For example designated latex glove user, formalin, PMMA use.                                                                                                                                                                      |          | <b>x</b> |
| <b>Hand Arm Vibration Exposure?</b>                | This includes hand held tools such as drills, saws and other power equipment. This is likely to include employees working in the Plaster Room, Mortuary, Estates and Orthopaedic Surgery.                                                                                                              |          | <b>x</b> |
| <b>Hand Washing?</b>                               | This means washing hands 20 plus times per working day.                                                                                                                                                                                                                                                |          | <b>x</b> |
| <b>Lone Working?</b>                               | This means employees who work by themselves without close or direct supervision. Lone working may be found in a wide range of situations, such as home or community visits, working alone outside normal hours, working in remote or confined areas (such as plant rooms).                             | <b>x</b> |          |
| <b>Manual Handling?</b>                            | This means all job roles where there are specific manual handling / patient handling requirements.                                                                                                                                                                                                     |          | <b>x</b> |
| <b>Night working?</b>                              | This means regular work at least 3 hours during the agreed ‘night period’ (usually includes 11pm to 6am).                                                                                                                                                                                              |          | <b>x</b> |
| <b>Noise exposure?</b>                             | This is where risk assessments have identified noise levels under the Noise at Work Regulations 2005, and is likely to include areas where ear protection is needed or workers regularly have to shout to communicate due to background noise.                                                         |          | <b>x</b> |
| <b>Work at heights?</b>                            | A place is ‘at height’ if a person could be injured falling from it. This includes working on ladders, up scaffold or any other apparatus. It may also apply to staff who regularly have to stand on kick-stools or steps for significant periods of time to retrieve items/ notes from high shelving. |          | <b>x</b> |