

# Head of Commercial and Estates

## Basic information

**Band:** A

**Job family:** Business Assurance

**Terms:** Permanent

**Location:** Cheltenham

**Reports to:** Director of Finance and Corporate Services

**Team:** Commercial and Estates

**Business unit:** Finance & Corporate Services



## Role purpose:

To provide effective strategic leadership, balanced with effective operational management for all procurement and estate activities, ensuring best practice is adopted, resulting in high standards of performance, cost effectiveness, and resource efficiency.

## Key duties and responsibilities:

- Be the commercial lead and key decision-maker across procurement and estate activities.
- Provide strategic advice and guidance to the Executive regarding procurement and estates commercial matters.
- Act as an effective business partner across UCAS, to provide a comprehensive, professional, and effective commercial support service.
- Develop and implement a procurement strategy and plan (including governance) that supports and delivers the organisation's objectives.
- Commercial and risk focus, delivering measurable commercial value to the organisation in a risk managed manner.
- Ensure procurement plans and processes are aligned with the organisations mission, as well strategic goals related to growth, cost savings, and risk management.
- Develop and implement learning and development initiatives to embed good procurement practice throughout the organisation, to enhance every buying decision.

- Setting of annual/three-year plan targets and KPIs (including financial savings targets).
- Develop and implement communication mechanisms within the organisation, to ensure all stakeholders are informed and engaged in the delivery of the procurement strategy.
- Develop and maintain a strong network of supportive stakeholders that continuously promote procurement and facilities as a valued contributor to the success of UCAS.
- Provide commercial support and advice across the commissioning cycle up to, and including, the Executive Team.
- Corporate lead on commissioning including policy, process, and tools.
- Corporate lead on due diligence, and commercial and procurement risk management.
- Provide commercial advice, expertise, and innovation throughout the contract lifecycle.
- Establish an effective category management approach.
- Lead the contract negotiation for competitive tenders of high value and critical contracts.
- Establish and maintain effective commissioning information.
- Specification and tender development.
- Tender administration.
- Organise tender evaluation process.
- Play a leading role in the tender award and be a key decision-maker.
- Supporting contract negotiations.
- Development and upkeep of standard documentation.
- Issue improvement notices (where appropriate).
- Administer tender openings.
- Day-to-day provider management (where appropriate).
- Payment release in conjunction with Finance.
- Work with the legal department to support issuing of contracts.
- Administration of contract changes and variations.
- Market research.
- Market due diligence.
- Market development.
- Quality assurance and performance management of contracts/suppliers.
- Monitor and review programme embedded (including monitoring visits).
- Statutory reporting.
- Ensuring compliance with processes and procedures (where appropriate).
- Develop and maintain relationships at the highest levels within preferred supplier organisations.
- Lead the effective management, and continued development of, facilities, health, safety and environmental (HSE), and business continuity, to achieve a consistently high standard of service delivery for, and support the needs of, UCAS.
- Take the leading role in the management of the property reserve accounts, and provide advice to the Executive Team on the property accounts
- Pro-active budgetary management and engagement in delivering efficiency savings.
- Deliver facilities management including the development and maintenance of a fit for purpose building, and plan services in accordance with UCAS needs, including statutory compliance, and industry best practices.
- Develop and implement a location strategy.
- Lead the management of third party estate relationships (e.g. Nursery, any sub-let tenants).

- Deliver capital, long-term capital maintenance and expense remedial plans and implementation, using a capital asset database, in support of maintaining sustained improvements in building, engineering, and services infrastructure.
- Lead health, safety, and environmental, to ensure statutory and regulatory compliance.
- Maintain and enhance effective risk management, incident response and business continuity plans in line with ongoing changing risk conditions for the overall company.
- Ensure the effectiveness of management processes for the company designed to identify, assess, monitor and manage risk, including a review of the outcomes of internal audit work on the risk management process.
- Overseeing and advising the Executive on the current risk exposures of the Company and future risk strategy.
- Setting a standard for the accurate and timely monitoring of large exposures, and certain risk types of critical importance for the company.
- Recruit, develop, support, and coach the Commercial and Estates Team, instilling a strong commercial outlook and 'best in class' attitude in the team, establishing the team as a key business driver in UCAS.
- Represent Procurement/Estates on business wide projects, so the departments interests are expressed, but also to promote commercial thinking.
- Work effectively as part of the Finance & Corporate Services business unit and wider business area, and ensure effective communication with the Director of Finance and Corporate Services.

**Accountabilities:**

**Authorities: Financial**

- Procurement lead for c.£20m of expenditure.
- Cost centre owner.

**Non-financial:**

- Authority to represent UCAS with external suppliers.

### Person specification:

- CIPS qualified or equivalent, with substantial experience of providing strategic leadership and direction within a large organisation.
- Experience of working in a strategic capacity to deliver change and results.
- Ambitious, and driven to succeed with energy and enthusiasm.
- Superior influencing and communication skills.
- The ability to work with and influence a broad range of stakeholders, at all levels.
- Strong negotiation skills for use on large and complex commercial deals.
- Ability to articulate procurement's value, and run procurement as a service.
- Proven capability in effectively leading, organising, motivating, and developing people.
- A passion for delivering tangible and measurable results.
- Strong commercial acumen, and a proven track record of identifying and delivering substantial savings.
- Proficient analytical skills and a measured approach in decision-making.
- A collaborative approach with the ability to maximise the short-term position while building long-term productive relationships.
- Able to plan and manage multiple work programmes effectively.
- Discrete and trustworthy as required to work with sensitive and confidential information.

This role profile sets out the scope and main duties of the post at the date when it was drawn up. Such details may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the level of the post. All UCAS employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility.

### Our values in action

**Customer Focused** – We understand what our customers want, and we act on their changing needs.

**Collaborative** – We collectively create an engaging and positive work environment.

**Accountable** – We take ownership of our individual and organisational performance.

**Service Excellence** – We realise, grow and maximise our potential.

**Trusted** – Individuals are trusted to make informed decision and take appropriate risks.