

Ipsum Group Limited – Commercial Admin Manager, Chorley

The Company

Our vision is to be the leading customer service focused provider of specialist utility and infrastructure solutions operating on both public and private networks. Providing great customer service is at the heart of what we do, and our commitment is to deliver this safely and innovatively through our highly skilled teams.

Ipsum has grown via the acquisition of companies with strong expertise that have been operating in the UK Utility and Infrastructure sectors for more than 20 years.

We operate across a National footprint working with customers such as Openreach, United Utilities and UK Power Networks, as well as some of the UK's largest industrial and retail businesses.

We are committed to supporting and developing our people to achieve their full potential. If you join us, as well as learning on the job, we offer structured learning in the form of apprenticeship programmes and sponsoring relevant professional qualifications. If your qualification gives you membership of an accredited professional body then we will reimburse your annual membership fee. Investing in our people and enhancing our expertise and flexibility enables us to deliver the highest standard of service to our customers.

We really value our people and so we like to look after them. In addition to an attractive salary, if you work for us, you'll enjoy a range of employee benefits which you can explore more about by visiting our website www.ipsumutilities.com.

The Role

Job Purpose

To provide commercial support to our business, managing direct reports on best practice in resolving commercial issues and the delivery of key commercial tasks. Build effective working relationships and work collaboratively with relevant stakeholders including IT, Operations and Finance.

Principal Accountabilities

- Line management of commercial team: manage, guide and coach direct reports on best practice for managing commercial issues and delivering tasks.
- Carry out commercial contract reviews.
- Identify and implement improvements to commercial processes.
- Provide commercial support to bid/ business development activities.
- Commercial cost management.
- Commercial monitoring and measurement.
- Resolution of issues with contracts and commercial operations.
- Preparation/ verification of any commercial claims.
- Customer negotiation.
- Site visits, assessments and valuations.
- Commercial reporting to the business, attending meetings as required.
- Providing commercial progress and final account information.
- Commercial risk analysis.
- Productivity KPI definition & measurement.
- Commercial management of suppliers/ subcontractors including the introduction of contract documentation including terms and conditions.
- Management of accrued income.
- Subcontractor Payments.

- Application for payments and invoicing.
- Resolution of issues with contracts and commercial operations.
- Preparation/ verification of any commercial claims.
- Customer negotiation.
- Site visits, assessments and valuations.
- Commercial reporting to the business, attending meetings as required.
- Providing commercial progress and final account information.
- Management and reduction of aged WIP/ debt.
- Subcontractor Management – documentation and compliance.
- Design & standardise commercial processes and documentation.
- Looks for opportunities to grow the business.

The Person

Qualifications

- Educated to degree level or equivalent or qualified by experience of the principal accountabilities set out above.
- RICS or ICM professional membership advantageous.

Knowledge & Experience

- Good knowledge of the Utilities and Infrastructure markets.

Skills & Personal Qualities

- Experience of managing a team and setting and measuring against objectives.
- Good knowledge of the Utilities and Infrastructure markets.
- Demonstrable experience in flexible and agile team working in a fast-paced matrix environment.
- Comfortable in meeting and exceeding demanding internal/ external stakeholder expectations.
- The ability to act both strategically and tactically in relation to business growth and sector trends.

Ipsum is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.