Job Description – Commercial Manager

About the Role

The Commercial Manager will be a part of the Business Management team that acts as a core enabling function, sitting at the heart of the Business Development Unit (BDU).

The post holder will be responsible for the review and negotiation of commercial contracts, including effective planning, preparation and implementation of contracts and a timely engagement with relevant stakeholders.

Key Responsibilities

• To assess commercial risks and feasibility of potential opportunities and to manage the lifecycle of contracts, including reviewing, formalising, seeking appropriate approvals, executing, storing and, where appropriate, renewing and/or revising commercial arrangements in a timely and effective manner.

• Support the Unit’s strategic priorities and the OU’s commercial strategy by building and maintaining business relationships with business development colleagues, the OU’s legal team, faculties, OU finance team and other key stakeholders.

• Support the Commercial Lead in reviewing, developing, improving and implementing internal and external processes for contract drafting, contract negotiation, due diligence assessment and contract management to deliver business efficiencies and to ensure effective knowledge transfer between teams.

• Keep the Commercial Lead and other key stakeholders appraised of emerging risks, issues, and changes in regulatory environment that may impact on commercial decisions; propose mitigations and solutions to arising challenges as appropriate.

• Where appropriate, participate in wider University projects that help deliver the BDU’s objectives and targets, and undertake other duties which may be reasonably required.

Skills and Experience

• A degree at 2.1 or higher, or equivalent training or work experience.

• Highly proficient in Microsoft Office software (in particular Word, Excel, Acrobat and Power Point) and Salesforce CMR system.

• Evidence of sound commercial knowledge and experience involving a full exposure to commercial principles and documentation.

• Knowledge of public sector procurement processes and practices and ability to translate this into strategic and tactical approaches to create effective commercial outcomes.
• Knowledge and understanding of legal principles and the process of progressing opportunity to contract stage.

Desirable

• Current knowledge of ESFA funding policy, the apprenticeship levy and audit requirements as well as an understanding of the new apprenticeship standards.

• Knowledge and understanding of GDPR and other appropriate regulatory policy and guidance.

• Project management qualification or as a commercial practitioner (e.g. ILM Level 7 or PRINCE2) or equivalent experience.