

Delivery Route Manager

Projects Commercial Manager

Functional Manager

Commercial Manager

Accountabilities

Accountable to the Projects Commercial Manager for the commercial and cost management of a project or programme of projects from inception through to close out. Responsibility to ensure that all operations are carried out to control costs, maximising value, minimising future liabilities and maintaining the required standard of quality and safety whilst also ensuring that maximum efficiencies are obtained and full compliance with the Alliance and Anglian Water governance procedures is achieved. All to be done working as part of an integrated delivery team providing commercial challenge and recommending actions to achieve and create an environment of out performance

Role Summary

Manage all aspects of commercial and cost management of a project or group of projects as designated by the Project Commercial Manager including but not limited to:

- Provide an estimating service & / or assist the programme area estimating team to ensure robust estimates are provided that align to scope & make allowance for all risks & opportunities including any necessary analysis, transfer of data to CCMS & the Cost Base
- Subcontracts are properly prepared & reflect agreed scope. Subcontracts are properly managed in accordance with contract requirements including compliance with all responses to communications, payments, compensation events, programme submissions etc., that all contract files are maintained & kept up to date
- Work closely with the procurement team & PDM to develop & monitor procurement strategy.
- Responsible for developing procurement schedule and ensuring timely delivery of goods and services in line with solution cost estimate allowances & programme

- Work closely with the site Team, attending site where appropriate, to ensure change is captured.
- Ensure robust cost management is undertaken at all times including:
 - Accurate live forecasting taking into account the programme and reporting in accordance with the respective WBS/CBS
 - Actual costs are monitored & assessed against baseline, value of work done, solution cost progress, affordability challenges and final outturn calculations, reporting either weekly or otherwise as agreed with the PCM whilst observing Alliance governance
 - Ensure all efficiencies are reflected in mario charts / reporting in line with client timeline.
- Provide reports on actual costs v estimate & identifying underlying reasons for any variance & resolutions, in particular highlight, challenge & resolve variance to latest plans
- All GRN's are undertaken in a timely manner in accordance with both Anglian Water and partner system requirements as necessary
- Ensure that all project team members (including site staff) understand the contractual arrangements, in order to satisfy Client & partner organisation requirements

- Work with the delivery team to ensure project and programme risk mitigation plans are considered, put in place & administered
- Ensure that the Alliance Contract is properly administered including timely issue of early warnings, Contractual notices, OCIP etc., in particular ensure that the PCM, IPL & relevant PDM's are kept informed of all relevant commercial issues including contract correspondence, preparing responses where appropriate
- Working in collaboration with the Delivery Team to identify implement & monitor efficiency plans throughout the lifecycle of a project or programme of projects
- Any withheld, disputed or disallowed costs are reported to the PCM
- Any inadmissible costs are not included within the project/programme of projects costs
- Ensuring that proper records are kept & maintained so financial information for audits & cost assurance is readily available
- Final accounts are prepared timely and accurately
- Any other duties as designated by the PCM or CM

Deliverables

The successful delivery of projects or programme of projects within the approved solution cost ceiling whilst achieving maximum efficiencies in full compliance with all Alliance and Anglian Water governance procedures

Leadership

Team	Collaboration	Judgement & Decision making	Prioritisation & Planning
Integration	Communication	Responsibility & Ownership	Challenge & Personal Development

Functional Reports

NONE

Delivery Reports

NONE