

ICF Head of ITS Commercial & Financial Management

Department: Chief Operating Office

Reports to: ITS Programme Director

JE Ref: COO1029

Grade: 14 **JE Date:** 10/6/2021

Job purpose

The ITS Programme will be delivered through a mix of internal resources and contracted services and solutions. Three high value strategic contracts have been awarded to facilitate programme delivery. The ICF Head of ITS Commercial & Financial Management is a senior role at the heart of enabling these contracts and the broader programme to succeed.

The Head of ITS Commercial & Financial Management is responsible and accountable for establishing, monitoring and maximising the commercial and financial performance throughout the ITS Programme delivery to enable successful delivery of outcomes.

The post holder is responsible that the ITS Programme Director (in addition to the Programme Board and senior GoJ personnel) are fully sighted on the financial and commercial performance of the programme, and that any commercial or financial pressures are identified, solutions formed and courses of action recommended, before any negative impact to programme delivery arises.

The post holder will manage the ITS Programme financial management and facilitate delivery within the agreed funding envelop.

The post holder is responsible for ensuring that the commercial and financial impacts of key decisions are fully evaluated to allow appropriate consideration and action to be taken by GoJ.

The post holder will operate at a senior, strategic level with the appointed ITS suppliers to manage commercial and financial performance.

The post holder will demonstrate commercial & financial leadership to ensure that value continues to be maximised across the programmes procured contracts and internal expenditure.

The post holder will demonstrate to the suppliers that GoJ is a highly professional and credible commercial counter party to ensure that acceptable commercial behaviours are present from the outset.

The post holder will be responsible to ensure that governance is in place for all commercial processes and are implemented and adhered to; ensuring programme risks are effectively managed and opportunities are realised. The commercial responsibilities include supporting the ICF Head of ITS Procurement and Contract Management in overseeing the contract management of the Programme Delivery Partner and Programme & Project Management service provider.

Job specific outcomes

Responsible for the mobilisation of the ITS programme commercial and financial functions; establishing effective commercial and financial processes.

From a Commercial and Financial standpoint, the post holder is responsible for aligning delivery to the strategic programme approach of 'Adopt not Adapt'. This includes, advising on the commercial and financial premiums payable where proposed deviation from this strategy are observed, and influencing and persuading senior GoJ personnel to comply with the programme strategy.

Build constructive senior commercial relationships with the Programme Delivery Partner, the Programme & Project Management service provider and internal GoJ colleagues contributing to the ITS programme. This post is of critical importance with regards to establishing and maintaining the commercial behaviours necessary to deliver a successful programme on-time and within budget. This will in part be reliant on the post holder establishing GoJ as a credible Intelligent Client with a delivery focussed mindset which is underpinned by sound commercial and financial management.

Deliver the Programme Baseline against which performance will be assessed. Monitor performance throughout delivery (including periodic reporting on the ITS Programmes Forecast Out-turn).

Responsible of the development of appropriate tools to manage changes to the Programme Baseline (e.g. Programme Change Control Process and Tools).

Responsible for assessing the value of internal ITS budget distributions to GoJ Departments. This process will require a collaborative working relationship with the Finance Business Partner to ensure timely and accurate budget distributions and periodic monitoring of actual costs incurred.

Responsible of the development of programme wide integrated reporting tools to enable the effective management of the programme. A key outcome being delivery of a holistic single source of truth relating to the programme's delivery, commercial and financial performance; ensuring the strategic vision of the programme is delivered to.

Deliver the tools and processes required to administer the Programme Delivery Partner and Programme & Project Management service provider contracts and underlying commercial models (e.g. Operationalising the Target Price and incentive mechanism and concluding the pain/gain share position for each work package / evaluating and agreeing contract change requests / evaluating payment requests and ensuring they are in accordance with milestone completion and retention application).

Responsible for evaluating (on a monthly basis); the Delivery Partner, the Programme & Project Management service provider and departmental forecast out-turns. The scope of this deliverable is to maintain an accurate forecast out-turn for the ITS Programme as whole, whilst also ensuring opportunities for programme optimisation and cost reduction are identified throughout delivery and realised by influencing the future direction of programme delivery.

Facilitate the management of Programme Risks (avoid/mitigate/transfer/accept) and Opportunities (realise). This will incorporate effective reporting practices (Inc. the early warning procedure) and risk and opportunity monitoring with Partners throughout programme delivery. The role will be responsible for ensuring that the programme contingency sum is effectively managed, and any drawdown is fully auditable. The post holder will recommend courses of action which mitigate programme risk via early intervention.

Ensure that all programme change requests are commercially challenged and reflect value for money when compared to initial tendered prices and benchmark data sources held by GoJ.

Responsible for assessing procured software licence utilisation and recommending licence swap opportunities and/or programme optimisation opportunities to maximise utilisation and therefore value for money. The post holder will work with senior GoJ stakeholders to identify opportunities to maximise value for money from the agreed software contract via utilisation of available flexibility in the licence contract.

Responsible for leading the provision of required information to inform Commercial and Financial audits of the programme; responding to any actions/observations which may arise and leading on any process improvements to deliver an improved audit outcome.

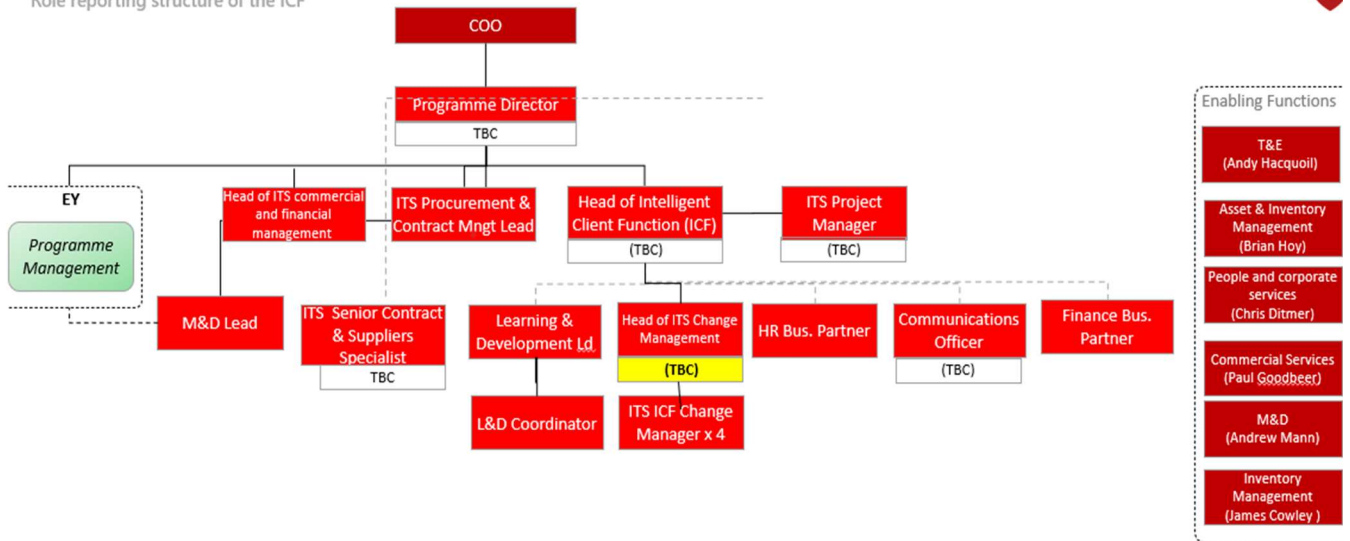
Lead the response to Freedom of Information (FOI) requests and Ministerial questions relating to the ITS programmes Commercial and/or Financial performance.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure

Role reporting structure of the ICF



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Educated to degree level in a subject with a focus on programme management, commercial management or financial management or demonstrate such a level of equivalent qualification and experience.</p> <p>Chartered in a relevant field or evidence of post graduate qualifications relating to Programme Management, Commercial and/or Financial Management (e.g. a Masters).</p>	<p>Evidence of continuing professional development</p>
<p>Knowledge <i>This relates to the level and breadth of practical</i></p>	<p>An advanced and in-depth knowledge and delivery experience of:</p>	<p>Knowledge of:</p>

<p><i>knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<ul style="list-style-type: none"> • Major Programme Delivery. • Contract Management. • Commercial Management. • Change Management. • Project or Programme Finance Management. • Risk Management. • Complex Programmes. • Government Organisations and Governance. 	<ul style="list-style-type: none"> • Technology Solution implementations and Business Change.
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>A strategic thinker with the ability to clearly communicate complex commercial and financial data with senior GoJ stakeholders.</p> <p>Advanced skills in contract management and negotiation of contract change (Inc. familiarity with Target Price Commercial Models).</p> <p>A strong track record of developing credible commercial relationships with third party suppliers in programme delivery.</p> <p>Ability to consolidate, evaluate and interpret complex commercial and financial data (Inc. being proficient at summarising key observations / findings and recommended courses of action to senior stakeholders).</p> <p>Advanced working knowledge and proficiency in all Microsoft Office Packages.</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Demonstrable Commercial and Financial Acumen.</p> <p>Ability to build and maintain effective relationships with internal GoJ stakeholders and external suppliers at senior levels.</p> <p>Ability to lead a multi-disciplinary team in the achievement of programme commercial and financial deliverables.</p> <p>Ability to present complex data and scenarios to senior leaders (e.g. to the ITS Programme Board and Programme Director).</p>	

<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>10-15 years' experience working on major programmes in a commercial and/or finance management role, in addition to leading a commercial and/or finance team.</p> <p>Chartered by a relevant industry body.</p>	