

Job Description

Job Title: Commercial Partnerships Manager

Reports to: Senior Commercial Partnerships Manager

Purpose

This role exists to build effective partnerships with commissioners and stakeholders that will support the Shaw Trust effective delivery of high quality services and to achieve strategic growth plans within each business area.

Key responsibilities of the role include:

- Supporting the development and implementation of the group wide stakeholder engagement strategy to support business growth.
- Develop and maintain commercial and strategic partnerships to identify and develop business growth opportunities.
- Support the implementation of frameworks and practices to ensure the effective governance and assurance of commercial partnerships, including the use of Salesforce.
- Develop partnerships and supply chains for bids, tenders and proposals in line with agreed business growth strategies and organisational governance arrangements.
- Support the Commercial Contracting and Supply Chain team in promoting the Dynamic Purchasing System and Shaw Trust as a partner of choice.
- Contribute to the development of commercial and delivery models for bidding opportunities and proposals to commissioners and funders.
- Use stakeholder and commissioner relationships to contribute future opportunities and intelligence to the organisational new business opportunity pipeline.

- To work closely with operational colleagues to maintain a detailed understanding of our current contract requirements and performance, stakeholder engagement and partnerships.

Duties**Stakeholder Engagement and Business Growth**

1. Support the development and implementation of the group-wide stakeholder engagement strategies and plans to support business growth, working with operational teams to ensure a broad coverage, effective stakeholder engagement and eliminating duplication.
2. Maintain effective communication with assigned commercial partners to ensure they understand our business plans and strategies and we understand theirs.
3. Contribute to the identification of priority and emerging markets, partnerships and joint ventures in which to achieve business growth.
4. Use the Salesforce platform as the primary tool for recording all stakeholder and opportunity engagement, stakeholder and commissioner forums, partnership groups' etc. detailing engagement activity and relationship owners.
5. To work closely with operational colleagues to maintain a detailed understanding of our current contract requirements and performance, stakeholder engagement and partnerships and to support any operational bidding activities as allocated.
6. To contribute future opportunities to the organisational pipeline, building and sharing intelligence in advance of PIN/ITT release.

Research, Development and Bid Management

7. Work with the Research and Development team and operational business areas to develop partnerships to support future bidding and growth opportunities.
8. Support the Business Development Team and operational leads to develop bids, tenders and proposals with localised partnership and stakeholder information.
9. Work with the Research and Development Team to support the development of new products both within commercial bidding activities, as well as commercial and speculative opportunities identified through stakeholder activity.
10. Lead the commissioning of new supply chains / manage the selection processes for designated projects / bids, working closely with operational, legal and finance colleagues and ensuring they meet internal procedures and Merlin standards.
11. Support the preparation of supplemental bid requirements (e.g. financial models, supply chain and partnership declarations and implementation plans).
12. Contribute to the reviewing of bid drafts and facilitate the sign-off of supply chains with operational leads prior to bid submissions.

13. Support post tender negotiations, providing information and contributing to commissioner presentations.
14. Support the implementation of successful bids alongside operational colleagues.
15. Facilitate co-design of new proposals with commercial partners to ensure we leverage the widest possible knowledge and expertise when developing new business models and proposals.
16. To share a detailed understanding of our current contract requirements and performance, stakeholder engagement and partnerships with Commercial Directorate colleagues.

Other

17. To undertake any further training as identified in the Shaw Trust review procedures.
18. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
19. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
20. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
21. The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
22. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.

- 23. To report to Line manager, or other appropriate person, in the event of awareness of bad practice.
- 24. Recycle and manage energy within your environment.
- 25. Ensure that good practice is shared across employment services and with the wider organisation.
- 26. Actively promote and embed the Trust's competency framework.

This role description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

Person Specification

Job Title: Commercial Partnerships Manager

(E = Essential, D = Desirable)

SKILLS AND CORE COMPETENCIES

Experience

- Experience of developing partnerships at a strategic and operational level with commissioners and stakeholders, to develop new opportunities and support the delivery of contracted and / or charitable services **(E)**
- Experience of developing supply chains within a government contracting environment in line with required commissioner quality standards such as Ofsted/ISO/Matrix **(E)**
- Able to demonstrate an understanding of public sector commissioning at national, devolved, combined authority and local level. **(E)**
- Demonstrable ability to quickly understand and interpret commissioner specifications and requirements. **(D)**
- Ability to understand, develop, interpret and communicate to others commercial terms, delivery / financial models, conditions and where necessary processes. **(D)**
- Experience of facilitating co-design processes through activities such as events and round tables with partners, supply chains and stakeholders **(D)**

Skills and Attributes

- Ability to verbally convey information to a range of audiences in a clear and confident way to achieve desired outcomes **(E)**
- Excellent written communication skills **(E)**
- Ability to develop and maintain relationships at executive and operational levels both internally and externally. **(E)**
- Ability to successfully influence and negotiate with others to achieve desired outcomes **(E)**
- High level of commercial acumen **(E)**
- Good research and analytical skills to ensure only commercial partnerships that meet the organisation's strategic and operational requirements are pursued. **(E)**
- Ability to review business growth and supply chain opportunities from a commercial view point. **(E)**
- Excellent organisational and time management skills **(E)**
- Ability to work within project management methodologies **(D)**
- Ability to demonstrate initiative and creativity to achieve desired outcomes **(E)**
- Ability and willingness to travel across the UK and work remotely as required **(E)**

Personal qualities, communicating and relating to others

- A strong commitment to high standards of service delivery and customer care **(E)**
- High levels of enthusiasm, motivation and resilience **(E)**
- Commitment to apply Shaw Trust's values and behaviours to all aspects of work **(E)**
- Willingness to work flexibly in approach to work and/or work time requirements **(E)**

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. **(E)**

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities, Diversity and Inclusion. **(E)**