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| Role Profile Title: | **Assistant Commercial Manager** | Job Code: |  |
| Job Title: (for use when creating an individual job description) | **Senior Commercial Manager** |
| Job Family : | **Commercial & Risk** | LAL Level: | **4** |
| Position Reports to: | **Project Manager/Director** |
| BU / Project / Dept.: | **Commercial & Risk** |
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| **LEIGHTON ASIA**  |
| Leighton Asia leverages comprehensive sector expertise and geographic diversity as a leading constructor. We possess a unique combination of local knowledge and extensive international experience, which allows us to develop competitive, innovative and practical solutions across Asia, India and the global offshore market. Our ability to consistently deliver results to clients, shareholders and communities in our geographically vast and culturally diverse footprint is backed by our motivated, focused and performance-driven employees. We currently operate in China, Hong Kong, India, Indonesia, Iraq, Laos, Macau, Malaysia, Philippines, Singapore, Sri Lanka, Thailand and Vietnam. Leighton Asia is headquartered in Hong Kong. |
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| **PURPOSE OF THE ROLE (why does the position exist, WITH what objectives)** |
| The role is responsible for planning & monitoring of commercial aspects of the project; identification, valuation and advisory support to project teams with respect to commercial risks & opportunities; monitoring and tracking project cash flows; and leading commercial discussions/negotiations with clients, sub-contractors and suppliers WITH THE OBJECTIVE OF minimising financial cost, maximising financial recovery and limiting contractual and commercial exposure to dispute. |
| **Key working relationships** *(Explain the people and levels and reasons both within and outside the organisation with which this job has to interact)* |
| **PRIMARY AUDIENCE (Internal)** | **PRIMARY AUDIENCE (External)** |
| * 2 direct reports (Finance Manager, Commercial Manager(s))
* Quantity Surveyors
* Project Director
* Construction department
* Planning department
 | * Client representatives
* Suppliers
* Sub-contractors
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| **Qualification, Experience and Skills** *(Please provide typical qualification and experience requirements for the position, and not qualifications of the position holder)* |
| **QUALIFICATIONS** | **EXPERIENCE** |
| * Degree in Quantitative Surveying or related area
 | * Total work experience: 8+ years
* Total relevant experience: 3-5 years of experience in managing the commercial department of projects of similar size/complexity
* Knowledge of construction industry
* Knowledge of legal aspects relevant to contracting
* Planning & time management skills
* Process orientation
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| **BEHAVIOURAL SKILLS** |
| (Refer to Knowledge: Leadership Capabilities / Behavioural Expectations for the descriptions of behavioural skills for the role) |
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| **Key Accountabilities** *(List all areas of responsibilities, with key tasks and performance metrics defined)* |
| **KEY ACCOUNTABILITIES** | **KEY TASKS & PERFORMANCE INDICATORS** |
| Commercial planning & monitoring | ***Tasks:**** Provide inputs to supervisor on commercial aspects of the project management program
* Define documentation guidelines for financial reporting on the project; Oversee adherence to the same on an on-going basis
* Guide subordinates on analysing project revenues and direct/indirect costs against forecasts
* Evaluate options for addressing significant deviations from the plan in consultation with supervisor
* Advise and support relevant project teams on corrective action
* Provide necessary support with respect to documentation, etc. to external audit teams

***Performance Indicators:**** Feedback from supervisor on commercial planning & monitoring
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| Risk & opportunity management | ***Tasks:**** Evaluate risks and opportunities identified by the project teams in consultation with supervisor
* Perform valuations with respect to the potential financial impact of key risks/opportunities
* Adjust project costs to reflect the same for tendering as well as during project execution
* Advise and support relevant project teams on mitigating risks and leveraging opportunities

***Performance Indicators:**** Feedback from supervisor on risk & opportunity management
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| Cash flow management | ***Tasks:**** Oversee and direct team on collecting payments from clients in a timely manner; seek support from supervisor in case of any issue
* Liaison with financial institutions for timely payment to suppliers and sub-contractors
* Monitor project cash flows against forecasts on an on-going basis
* Guide subordinates or relevant project teams on taking corrective action for any deviations from forecast
* Raise unresolved issues to supervisor in a timely manner for subsequent planning and resolution

***Performance Indicators:**** Feedback from supervisor on cash flow management
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| Client negotiations | ***Tasks:**** Conduct commercial negotiations with client during the initial contracting process; Seek inputs from supervisor and project teams on technical aspects
* Oversee timely issue of notices to the client for any subsequent variations in scope of work, sequence of work, timelines, documentation requirements, etc. from the original contract
* Provide necessary clarifications to the client for any queries/concerns related to such notices issued
* Inform the Head of Commercial on major deviations from project scope and outcomes of high-impact negotiations

***Performance Indicators:**** Feedback from supervisor on client negotiations
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| Supplier/sub-contractor management | ***Tasks:**** Create procurement strategy for the project in conjunction with supervisor
* Review and approve procurement schedules created by subordinate
* Guide subordinate on evaluation of sub-contractors, preparation of contracts and monitoring of sub-contractor performance
* Monitor critical sub-contracted work as directed by supervisor

***Performance Indicators:**** Feedback from supervisor on supplier/sub-contractor management
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| People management | ***Tasks:**** Set objective goals and evaluate performance of subordinates
* Train and mentor subordinates on technical as well as behavioural aspects of their respective roles
* Provide opportunities to the team to develop their capabilities
* Identify performance gaps in subordinates and provide necessary support to close such gaps
* Recognise and encourage high performing subordinates
* Resolve issues faced by subordinates

***Performance Indicators:**** % attrition in the team
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| **Agreed By** (please signwhen agreeing on this job description)**:** |
|  | **Name** | **Signature** | **Date** |
| Employee: |  |  |  |
| Manager: |  |  |  |