

Job Description

Job Title: Senior Commercial Manager	Division: Authentication
Reporting to: Commercial Director	Function: Commercial
Location: Basingstoke Viables	Job Grade: C13
Travel: Occasional	

1. ROLE PURPOSE AND SUMMARY

To provide business focussed commercial support and direction to the Authentication business which involves:

- negotiating and managing complex international technology contracting frameworks in a growing competitive market with responsibility for all commercial activities in their assigned area;
- being a key participant in the decision-making process on customer transactions (new and ongoing);
- ensuring that business tasks are proactively undertaken and performed in an effective manner adhering to contract requirements and in accordance with commercial best practice;
- providing pragmatic advice on commercial and business risk issues to the Authentication business units, including Sales, Service, Projects, Legal, Procurement and Product Management;
- positively contributing to and helping to drive the commercial transformation programme.

2. DIMENSIONS AND REPORTING LINES (number of reports and financial values)

No direct reports

3. KEY ACCOUNTABILITIES

Individual

Deal Making / New Business Deals/Suppliers

- Commercial guidance and direction for deal qualification phase, identifying commercial opportunities, constraints and risks
- Owns commercial responses in bids and proposals, including review of customer terms and conditions, ensuring appropriate stakeholder engagement and input
- Produces commercial approval documentation required for governance process
- Negotiates contract terms
- Manages multiple negotiations to closure simultaneously
- Drafts teaming/partner agreements in connection with customer sale opportunities

Contract Management

- Provide contract baseline reviews and provision of advice and guidance on customer contracts/projects
- Identify key subcontract requirements/flow downs and liaise with Procurement and Legal teams to ensure effective 'back off'
- Identify revenue opportunities and scope creep
- Provide input needed for change governance
- Provide commercial support to resolve disputes
- Support effective change control management
- Advises on key supplier terms, supporting Procurement
- Ensure appropriate handovers given on contracts

Policy and Procedures, Non-sales activities

- Share commercial best practice ways and approaches with the business to maintain compliance to DLR's governance policy
- Contribute to development of new procedures required for effective ways of working
- Provide guidance on diligence activities from time to time as requested by Manager
- Work with Product and Operations teams to ensure effective partner and product adoption as part of product roadmap
- Deliver training modules on Commercial awareness to colleagues across the business

Business Risk – identification, management and mitigation

- Identify commercial risks and mitigating options and assists the business with identifying scope and delivery risks and mitigations
- Help business devise sensible steps to address through appropriate contract terms or contract management, ensuring all known issues are tabled openly

- Work closely with Bid Managers and colleagues across the division to ensure all deals are governed in line with ISO requirements and company mandates
- Liaise with other Commercial Managers to develop commercial strategies and consistency throughout the department
- Provide input to divisional Conformance Board
- Lead enquiry/tender and order/contract review meetings, and raise commercial issues with the sales team for presentation to customer
- Participate in internal and external financial and process audits as required

Divisional Authentication

- Support the Divisional leadership team, executing the strategy for Authentication in terms of the core GRS and Brand Protection propositions
- Provide subject matter expertise to support effective decision making provide input as required to the annual strategic planning cycle
- Support and follow the governance and operational disciplines applicable across the division

Common to all roles

- To ensure full participation in the performance development review (PDR) process and maintain an up-to-date record of all training and development activities/programs
- To always act and behave in a way compliant with all De La Rue company guidelines and policies, especially those relating to values and behaviours, environmental health and safety, ethics and codes of conduct, as it is through living our values that we strengthen the culture of our business and demonstrate our understanding of our Code of Business Principles. Further information on our company values can be found in our "Living the Values" guidelines.

4. CAPABILITY (qualifications, experience and skills)

- Educated to degree level (or equivalent) in a relevant discipline (law, business or finance-related would be preferable)
- Experience working within the Technology industry experienced in accurately drafting and interpreting a variety of agreement types (joint ventures, concession agreements, SaaS, managed services, framework agreements etc)
- Experienced in working with licensing, escrow agreements
- Strong communication skills both verbal and written
- Strong persuasion and implementing skills, extensive knowledge of contract and related law
- Experience of identifying, quantifying and managing complex commercial risks
- Creative and lateral thinker
- Problem fixer
- Culturally aware, emotionally intelligent
- Commercial acumen in preparation of business cases, bid qualification and approval decks
- Highly numerate, comfortable with commercial modelling and solid understanding of financial principles
- Able to work under pressure and tight timescales
- Collaborative and team-orientated
- Proven experience of private/public contracting and international contracting, Government experience (desirable)
- Proficient in MS Word; solid use of MS Excel and PowerPoint

	Name	Signature	Date
Job Holder			