

Job Description/Person Specification Example

Job Title: Commercial Manager (Procurement Manager or Purchasing Manager)	Reporting to: Head of Commercial Services
Location: Dundee	Nature/purpose of the job role: Procurement of goods, supplies and services that deliver the best overall value for money at the lowest material price
Main Duties: Assisting commercial directors; Resolving contractual and commercial problems; Working with contract managers; Discovering areas that are not in keeping with regulation practices; Offering direction and instruction; Reviewing, scrutinizing, and developing operational process flows; Ensuring that the financial aspects and impact of a contract are clear to all parties; Risk assessment; Ensuring that all stakeholders, such as administration, operations, and finance understand and adhere to contractual obligations, reflecting them accurately; Managing daily operations	Hours of work: 40 hours per week - may be required to work outside of normal hours to deal with International clients Salary: £55,000 - £65,000 (possibly higher for very exceptional candidate)
Qualifications:	
Essential: Qualified to Degree or appropriate NVQ4 and/or significant experience in the role of Commercial Manager with a national/multinational company	Desirable: Having a Higher Level Degree would be beneficial and/or a professional qualification e.g. Chartered Institute of Purchasing and Supply Level 6 Graduate Diploma in Purchasing and Supply

Knowledge and skills:

- A broad and integrated knowledge of the scope, main areas, principles and practices of contract law and various forms of contract;
- Specialised technical knowledge of distribution channels;
- A critical understanding of assigned commodities and services including sources of supply, commodity markets, price trends, grades, and qualities;
- Extensive and detailed knowledge of common business practices relating to the purchase, pricing, terms, shipment, taxes and payment for commodities and services;
- Extensive and detailed knowledge of large scale purchasing methods and procedures;
- Practise in a wide and often unpredictable variety of professional level contexts;
- Exercise substantial autonomy and initiative in activities at a professional level;
- Take responsibility for your own and significant responsibility for the work of others;
- Take responsibility for a significant range of resources;
- Demonstrate leadership and /or initiative and make an identifiable contribution to change and development by leading and managing substantial projects;
- Be able to absorb and assess information quickly and identify and analyse routine professional problems and issues;
- Draw on a range of resources to make appropriate decisions and meet targets while working under pressures related to time and budgets;
- Communicate appropriately with
 - professional level peers, senior colleagues and specialists;
- Communicate, using appropriate methods, to a range of audiences with different levels of knowledge/expertise;
- Undertake critical evaluations of a wide range of numerical and graphical data to achieve goals/targets and make commercial decisions;

Adapted from www.scqf.org.uk sample job descriptions