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| **Job Title** | Commercial Manager – Capital Delivery |
| **School / Service** | Estates & Facilities |
| **Grade and Salary Range** | G |
| **Location** | All UEL Campuses |
| **Reporting to** | Associate Director of Projects & Estates Development |
| **Responsible for** | Commercial team, Quantity Surveyors (and Consultants) |
| **Liaison with** | Estates & Facilities teams, Procurement, Finance, Project Managers, Internal and external stakeholders, including contractors, sustainability teams, and senior leadership. |
| **Contract type** | 24 months FTC |

Build your career, follow your passion, be inspired by our environment of success

**#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**ESTATES AND FACILITIES**

The Estates and Facilities Directorate at the University of East London (UEL) plays a critical role in supporting the university’s strategic objectives by delivering a range of essential services. These include strategic estate planning, campus facilities management and maintenance, security, sustainability initiatives, print services, capital investment, and space management. The directorate ensures that UEL’s physical infrastructure supports both the academic and operational needs of the university, maintaining a safe, functional, and sustainable environment across all campuses.

The Estates and Facilities team works closely with key Delivery Partners and professional services within UEL, including HR, Procurement, Finance, Strategic Development & Delivery, IT, and Health & Safety. This collaborative approach ensures that all estate-related services are aligned with the university’s wider goals, enabling effective decision-making and the running of the estate. Together, these partnerships support the ongoing enhancement of UEL’s estate, helping to provide a fit for the future environment for students, staff, and visitors.

**JOB PURPOSE**

The Capital Projects Commercial Manager will be the lead professional overseeing the commercial aspects of UEL’s capital delivery within Estates and Facilities. This role ensures that projects are planned and delivered efficiently, within budget, and in compliance with procurement and financial regulations. Responsibilities will span across cost planning & management, procurement, contract administration, financial reporting, funding oversight, and commercial risk management for all estate and facility developments, including new builds and renewals & enhancements

**KEY DUTIES AND RESPONSIBILITIES**

1. **Cost Planning & Commercial Management**

* Undertake the cost planning and commercial management for all capital projects, ensuring value for money.
* Develop and manage cost plans at all stages of the RIBA workplan for project, programme, and portfolio levels.
* Conduct financial analysis to optimise contract efficiency and cost-effectiveness.
* Prepare and present financial reports, cost forecasts, and risk analyses.
* Ensure compliance with statutory and University financial policies.

1. **Procurement & Supplier Engagement**

* Develop and oversee procurement strategies for capital projects.
* Undertake end-to-end procurement processes, including scope of services, tendering, supplier selection, evaluation, and contract placement.
* Lead supplier negotiations and oversee contract execution, ensuring financial and delivery schedule alignment.
* Benchmark supplier performance and conduct market analysis to drive procurement efficiencies.

1. **Contract Administration & Commercial Risk Management**

* Undertake contract management activities throughout project lifecycles, ensuring adherence to JCT/NEC contractual terms.
* Ensure “final accounting from Day 1” principals and robust contract administration, including cost variations, risk management, and supplier performance monitoring.
* Manage financial and commercial risks, identifying mitigation strategies.
* Ensure compliance with legal, financial, and governance frameworks.

1. **Financial Reporting & Budget Oversight**

* Undertake budgeting and financial planning for capital works, ensuring robust cost control, forecasting, and cash flow management.
* Oversee financial performance reporting, providing variance analysis and recommendations for improvements.
* Interface with the UEL Finance team for financial reporting, audits, and strategic planning alignment.
* Manage funding streams, including all grant funding reporting requirements, ensuring compliance .

1. **Strategic Financial & Commercial Leadership**

* Work with senior leadership to align commercial strategies with UEL’s Vision 2028 goals.
* Support the development of Masterplans and feasibility studies for future capital investments.
* Drive continuous improvement in commercial and financial systems, processes, and governance.

**PERSON SPECIFICATION**

**Essential Qualifications & Experience:**

* Degree in Commercial Management, Finance, Quantity Surveying, or a related field.
* ACCA, CIMA, ACA, RICS, CIOB, or equivalent qualification (or willingness to work towards).
* Significant experience in capital project financial and commercial management within the construction, property development, or higher education sector.
* Expertise in cost planning, procurement, contract administration, and financial reporting.
* Strong negotiation, analytical, and problem-solving skills.
* Working knowledge of JCT, NEC, and public sector procurement frameworks.
* Excellent digital proficiency (Microsoft Office 365, project management and financial reporting software).

**Desirable Skills & Experience:**

* Knowledge of procurement regulations (and category management).
* Experience leading a team.
* Experience in delivering Value Engineering and Benchmarking exercises.
* Understanding of sustainability and carbon reduction initiatives in construction projects.

**GENERAL RESPONSIBILITIES**

* Work collaboratively with diverse stakeholders to drive commercial excellence.
* Maintain confidentiality in handling sensitive financial and commercial matters.
* Flexibility to work across different UEL campuses and occasionally outside regular working hours.
* The role may require a DBS check
* Undertake continuous professional development.

This role is integral to the successful planning and delivery of UEL’s capital investment programme, ensuring commercial robustness, financial efficiency, and strategic alignment with the University’s estate vision.

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!