**Role Profile**

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| **Role Title** | **Commercial Manager** |
| **Business Division** | Regional Business (Aggregates & Recycling) |
| **Grade** | Cor 11 |
| **Report to (role title)** | Head of Aggregates & Recycling |
| **Version** | 1.2 |
| **Date Job Evaluated** | <to be entered by Cormac JE Panel> |
| **Job Code** | <to be entered by Cormac JE Panel> |
| If you would like this information in another format please contact:  **Corserv Head Office**  **Western Group Centre**  **Radnor Road**  **Scorrier**  **TR16 5EH**  Email: recruitment@cormacltd.co.uk | |

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| Financial | Direct financial accountability: | £1.5M per annum |
| Indirect financial accountability: | £12M per annum |
| People Management | Number of direct reports: | 6 |
| Number of indirect reports: | 4 |
| Working Conditions | No unusual hazards (less than 20% of the time) Minimum precautions required (more than 20% of the time)  Some precautions required (more than 50% of the time) Precautions required (more than 75% of the time) | |
| Physical Activity | Minimal Light  Moderate Heavy | |
| Work Demands *(tick all that apply)* | Work to deadlines Frequently changing  Managing conflicting priorities Not normally interrupted or subject to change | |
| Work Context | No/minimal risk to personal safety Potential risk to personal safety  Moderate risk to personal safety Substantial risk to personal safety | |

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| **Role Purpose**  To lead the commercial element of the Aggregates & Recycling division of the wider Cormac business.  To play a key role, working closely within the current management structure, providing advice and assistance to the head of the Aggregates & Recycling division, as well as managing a small team of office-based staff, operatives and HGV drivers. |
| **About the role**   * To take responsibility for work streams both internal (Cormac) and external to meet business plan targets. * To help grow the business in a sustainable way, looking for new opportunities to diversify or add value. * To work closely with others in the Regional Business and the wider Cormac group to meet overall company objectives. * To make Health & Safety a first priority in all decisions made. * To promote first principles of recycling and carbon reduction and to offer a “greener” solution whenever possible. * To maintain confidentiality of information acquired in the course of undertaking duties for the Company. * To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g., County Council (Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, Data Protection).   To be responsible for your own continuing self-development, undertaking training as required. |
| **What you'll be doing**   * To help lead the business of the Aggregates & Recycling division in seeking new markets / growing the business with product development opportunities to maximise benefit to Cormac and its stakeholders. * To be a member of the Aggregates & Recycling management team. * To monitor and report on the sales performance of the division producing detailed reports when required. * To provide auditable quotations to both internal and external customers in a timely manner. * To provide monthly forecasting reports. * To aid head of Aggregates & Recycling with stock movement, control and the purchase of aggregates and products including arrangements for shipping and haulage. * Establishment of supply chain relationships and ongoing supplier evaluation. * To manage customer accounts ensuring a continuing and ongoing relationships. Maintaining, analysing and managing a customer complaints and queries log. * Improving customer satisfaction and performance to drive reduction in customer complaints and queries. * To oversee the commercial development of the aggregates team. * To manage efficient scheduling of daily orders and deliveries. * To work closely with the production team to ensure production is in line with future demand. * The preparation and costing of tenders for the supply of materials, seeking best value for material and parts purchases and the checking and approving of required purchase orders. * To manage and maintain the businesses commercial sales systems. * To manage commercial activities in line with ISO accreditation. * Monitor and manage client debt, attend credit control meetings, assist with debt recovery and take other appropriate action when required. * To oversee the efficient running of the quarry haulage fleet under the Senior Logistics Controller. * To manage both the weighbridge and admin team. * To manage asphalt plant operative team. * To work with the Aggregate Recycling Manager to offer a lower carbon solution.> |
| **How you’ll be doing it**  **Making Safety First**   * This is about ensuring safety is at the forefront of everything we do and embedded throughout the business. * Ensure clarity of instruction and briefing of required safe standards for every job. * Lead from the front in demonstrating safe working practices and never ‘walking-by’. * Supports team, ensuring all work equipment and PPE is available before work commences * Being open to alternative suggestions on safe working and encourages open communication with team and management.   **Collaborative**   * Working with wider teams and clients to deliver success * Valuing a team approach to projects and challenges within your role * Using group resources effectively to produce results * Be an effective communicator at all times   **Innovative**   * Seeking opportunities to improve process and embracing new ideas and technology with positive change in mind * Challenging practices where progress is limited   **Positive**   * Remain optimistic in the face of change and drive forward to support growth and success * Demonstrate a commitment to the group objectives and vision and take actions accordingly   **Focus on Excellence/Commitment to Quality**   * Deliver value and service to customers, both internally and externally * Ensure quality underpins approach, methods and results * Stay up to date with best practice and align your approach accordingly * Take a strategic approach towards your work, ensuring it delivers value to the group as well as our customers * Consistently deliver results to a high standard * Ensure safety is at the centre or your operational approach   **Trust**   * Build brand reputation by honouring agreements, appropriately managing expectations and being open and honest in all interactions * Value the knowledge and experience of your teams in delivering a great service * Empower your teams to succeed and be empowered to make a positive influence within the group   **Leadership (if applicable)**   * Lead by example at all times and deliver best practices * Support the ongoing development of your teams and actively engage in performance management behaviours * Inspire commitment and engagement in your teams * Take accountability for your team and yourself |

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| **Qualifications and Experience** | | **Recruitment and Selection** | |
| Appropriate relevant degree or equivalent experience. | | Application Form  Interview  Certification | |
| Appropriate professional training or experience of:   * Marketing. Commercial Management / Production. * Financial supply chain management. | | Application Form  Interview  Certification | |
| Knowledge of sales and invoicing. | | Application Form  Interview  Certification | |
| Proven experience of working in a commercial hard rock quarry, or related business. | | Application Form  Interview  Certification | |
| Ability to analyse data and produce management reports, catering for a range of audience types from layperson to professional / technical. | | Application Form  Interview  Certification | |
| Ability to communicate and interact effectively with all relevant stakeholders and external contacts. | | Application Form  Interview  Certification | |
| Demonstrable knowledge of selling and negotiating. | | Application Form  Interview  Certification | |
| Demonstrable knowledge and experience of supply chain management. | | Application Form  Interview  Certification | |
| Demonstrable knowledge of transport and bulk haulage. | | Application Form  Interview  Certification | |
|  | | Application Form  Interview  Certification | |
| **Other requirements** | | | |
| Full Valid driving licence | | Yes | |
| The duties of the role involve travel on a regular basis. It is a condition of employment that the role holder can exercise satisfactory travel mobility in order to fulfil the obligations of the role. For those journeys where an alternative form of transport is unavailable or impracticable the role holder will be required to provide a suitable vehicle. | | Yes | |
| This role has been identified by the organisation as safety critical | | No | |
| This role is politically restricted | | No | |
| This post is subject to overtime (where approved/appropriate) | | No | |
| This post is subject to the Company’s Flexitime Scheme (manager discretion) | | No | |
| This post is subject to a criminal records disclosure check | | No  Basic/Enhanced  Child/Adult | |
| **Approving Manager** | Steve Trevor | |
| **Approving Business Divisional Head** | Steve Trevor | |
| **Approving Director** | Ian Bounsall | |
| **Date** | 24/10/2024 09:11:43 | |