

Job Description

Job Title	Commercial and Partnerships Manager
Directorate	City Development
Service Area	Sustainability
Grade	12
Competency Level	2
Salary	£68,419 - £75,869
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	A9755

Job Purpose

This role reports to the Head of Sustainability and Net Zero, and is one of 3 senior roles in the team who will each have responsibility for their own specialist areas but also to work collaboratively to progress the Council's sustainability and net zero portfolio. Our sustainability work across the Council covers many sectors including de-carbonisation of buildings, clean renewable energy and heat, green transport, waste management and recycling and biodiversity and habitat projects.

The Commercial and Partnerships Manager will play a key role in developing sustainability and net zero projects into scalable and investible opportunities, from which investment, joint venture, delivery vehicles and partnerships can be realised. The Council will not have sufficient control or capital to deliver City level de-carbonisation but it can use its convening and promoting powers to enable this to come forward, and this role will be a key part of that. This role involves identifying, securing and maintaining new business opportunities, managing partnerships, and driving commercial deals. The postholder will work with public, private, and not-for-profit sector organisations to develop investment proposals and define support offers to enable projects to bring forward sound business cases for investment.

The focus will be on climate change, decarbonisation, and nature recovery and delivery of Liverpool's goal to de-carbonise its own operations by 2030 and at City Level by 2040. In addition, the Council's aims for this work include reduced fuel poverty, a "just" transition to clean renewable energy, economic growth, new jobs and improved health outcomes.

- The programme resources will span across a number of Directorates/Divisions within the organisation and are likely to consist of internal and external staff
- The programme will have a number of senior stakeholders, including senior managers, across different divisions and support functions
- There may be limited or unknown technical or business capability to deliver the changes
- Visibility will be vital, and it will be key to report complex issues in a simple, well-organised format in order to gain overall buy-in and support
- The programme will need clear and concise communications at all levels of the organisation

Key stakeholders will include but not be limited to: Government Departments (including DESNZ), the Liverpool City Region Combined Authority, Members and Councillors, residents, businesses, funders, technical specialists, DNOs and energy providers and other City-wide partners.

Directly Responsible For:

Marketing and Communications Officer

Directly Responsible To:

Head of Sustainability and Net Zero

Main Areas of Responsibility:

- Taking a steer from the NZ and Sustainability Compliance & Policy Manager on “what” needs to be done, the post-holder will shape plans for “how” the Council’s ambition to achieve City level de-carbonisation will be done - through replication, investment, commercialisation and scaling up
- Identify and exploit new markets and identify trends to maximise commercial opportunities for the Council in the sustainability sector – for example local energy/heat generation, utilising “flex markets” from energy distribution networks, creating new products from waste materials
- Identify and capitalise on the commercial “pushes and pulls” for the Council and potential partnerships, and utilise these to structure deals and an effective and acceptable balance of risk and return for all parties
- Take a lead in establishing key strategic partnerships and opportunities for joint endeavours
- To gain support, understanding and buy-in from key stakeholders inside the Council and outside to inform and enable good decision making
- Optimise marketing and communications support to raise the profile of the Council as a key player in the delivery of City-wide decarbonisation, growth in

the green economy, and the commercial, investment and partnership opportunities that exist

- Will lead on constantly changing and unpredictable priorities from a variety of different internal and external stakeholders requiring immediate time critical actions
- Take full ownership on the ongoing development of corporate <<name>> commercial management policies that are followed by a variety of stakeholders
- Post holder has full ownership of commissioning of all services across the sustainability that are diverse in nature and require critical analysis to achieve value for money and positive outcomes for strategic delivery

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manage performance and behavioural issues effectively
- Will be responsible for supervising programme team members including coordinating operational tasks, coaching and mentoring, and providing feedback on performance

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reusing and recycling resources to reduce personal impact
- Set, monitor, and remain within project budget whilst challenging the team to deliver increased efficiencies

- Explore different options for funding and income generation

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- This position will involve sitting and using a computer screen for prolonged periods of time

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **Level 2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Educated to degree level in a discipline relevant to commercial and partnership development (A/I)

Desirable

- Membership of relevant professional body

Experience

Essential

- Experience in commercial management (A,I)
- Experience in building and maintaining effective partnerships and joint ventures (A,I)
- Experience of bringing forward and enabling projects within the environmental sustainability sector or equivalent (A/I)
- Experience of playing a lead role in “deal making”, commercial negotiations and “project close” with evidence of successful outcomes (A,I)
- Experience of developing and submitting successful bids for external and partnership funding (A/I)
- A strong network with businesses and investors at a senior level (ideally in Liverpool) (A,I)

- Demonstrable commercial and political acumen (A,I)

Desirable

- Experience of working both formally and informally with Elected Members
- Local commercial and investment networks in Liverpool

Skills/Abilities

Essential

- Well-developed leadership, motivational, and management skills (A/I)
- Well-developed budgeting and financial management skills (A/I)
- Excellent marketing, promoting, and negotiating skills (A/I)
- Ability to lead and drive change and prioritise workloads to meet deadlines (A/I)
- Up-to-date knowledge of trends, initiatives, and innovations within the environmental sustainability sector (A/I)
- Excellent understanding of risk management and balance of risk (A/I)
- Strong gravitas and ability to negotiate effectively with partners (A/I)

Desirable

- Understands and is able to follow local government financial, legal and procurement policies

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council