



Role Description

Job Title:	Head of Commercial		
Job Holder:	Replacement		
Dept /Division:	Finance & Commercial	Market Sector:	All
Grade:	E1	HR Reference:	

THE COMPANY

SEA is a market leading company delivering and supporting advanced solutions in both transport and maritime defence sectors.

SEA is a wholly owned subsidiary of Cohort PLC, and operates as an independent, agile, and responsive international business, with a subsidiary in Canada and customers in the UK, Europe, Far East, The Americas, and Australasia.

ROLE PURPOSE

The Head of Commercial is responsible for SEA's commercial activities across the full lifecycle of SEA's business and for leading a team of hands-on Commercial professionals. This role reports to the Finance & Commercial Director.

RESPONSIBILITIES

- Understanding and advising on the commercial, contractual and risk structures and to ensure that all obligations are fully understood and implemented by the project teams. This will include the requirements of the Project statement of work, Sub contracts and Finance documents.
- Dealing with all commercial issues that arise, including communicating and liaising with the Customer, subcontractors, stakeholders and suppliers on such issues.
- Maintaining the company risk register and for managing identified risks, advising the teams both on the operational and financial impacts.
- Accountable for maintaining the company social-value status, and coordinating the achievement of social-value obligations and reporting.
- Review and interpret the Customers' requirements including developing the most commercially effective responses allowing appropriate opportunity for Director review and approval.
- Responsible for dealing with variations or other amendments to contract documents, ensuring that the risks and processes in relation to such changes are fully understood and implemented.
- Collating, analysing and reporting business data pertaining to all commercial activities.
- Ensuring that all commercial activities meet or improve on budget, cost volume and efficiency targets in line with business objectives.
- Understanding the financial model and contract payment mechanisms, working with the Finance Director to ensure that all variations and changes to contract documents are fully incorporated in the financial model.
- Together with the Finance Director, ensure that regular reviews are carried out with Customers to ensure that their needs are being met and that excellent customer service is achieved.
- Estimate and plan the funded commercial skills and resources required to enable the business to achieve its obligations and objectives, on a rolling 18-month basis.

- Supervise and oversee the activities / workload of the commercial team, ensuring business priorities are clearly understood and actioned, and the professional development and training needs of the team are met.
- Drive best practice for the Commercial team through understanding the Business Strategy.
- Drive business best practice and companywide training to improve commerciality.
- Drive continuous improvement across the discipline to ensure efficient and effective ways of working.
- Development of effective strategic partner relationships, industrial strategies and offset achievement (where applicable) in-line with respective opportunity win-themes, routes to market and target-country industrial policies.
- Maintain effective relationships with other senior company stakeholder to ensure effective co-ordination of all commercial activities in support of SEA objectives.
- Understand and implement the company safety policy by accepting individual responsibility and responsibility for those personnel under his or her authority, including others who may be affected by the company's activities.
- Ensure these personnel are aware of their responsibility towards H&S and are equipped accordingly, and always set a strong personal example regarding all health and safety matters.

EDUCATION, QUALIFICATIONS & EXPERIENCE

- A degree or equivalent and relevant professional qualification.
- Extensive senior-level commercial experience (+10 years) within the defence/security market, with a proven track-record working on contracts up to £25m in value.
- Thorough understanding of UK Government and UK Ministry of Defence planning, procurement, and tendering.
- Direct experience of international tendering in multiple cultures is also desirable.
- Proven experience working with complex Project Agreements and working with detailed contractual/statutory/legal documents and ensuring compliance.
- Provision of advice and guidance to other parties on key risk management matters.
- Demonstrable experience of leading commercial professionals in teams >6 individuals, and developing, coaching, and motivating a team to success.
- Experience of implementing, monitoring, and updating systems and processes to manage complex contractual matters to ensure compliance.
- Ability to effectively manage potential and actual disputes to minimise business risk.
- Experience of applying value for money principles
- Demonstrated commitment to professional and personal development ensuring up to date continuous knowledge of legislative and statutory changes.

PERSONAL CHARACTERISTICS

- A completer-finisher and contract-closer.
- An effective communicator at multiple organisational levels.
- Experience of dealing at senior level within customer and stakeholder organisations
- Energy, passion, and commitment to support a dynamic business.
- Excellent inter-personal and negotiating, organizational and decision-making skills.
- Willingness to be hands-on where required; not precious about personal role/status



- Ability to work pragmatically and at pace, and able to identify/analyse key information and act upon it in a timely and appropriate manner.

COMPANY VALUES

All employees may be required to carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed and are required to act in a manner that is wholly supportive of our values of:

- Safety First:** We operate safely and responsibly, protecting each other and the environment.
- People Focussed:** We develop, reward & empower our people, prioritising a healthy work-life balance.
- One SEA Team:** We are in this together. One team, working ethically, respectfully & professionally. We take responsibility and challenge each other constructively.
- Delivery Excellence:** We exceed our commitments by delivering timely, quality outputs whether that's for each other or our clients and partners. We are always looking for ways to innovate and continuously improve.
- Trusted Partners:** We partner strategically, collaboratively, and always with integrity; whether that is between us inside SEA or externally.

JOB LOCATION

The job will be based in TBD office and must be willing to travel to other SEA sites & internationally as required.

REPORTING

This role reports into the Finance & Commercial Director.

Job Holder Declaration:

I accept the purpose and accountabilities of my role with SEA are as outlined above.

Signature: _____ Date: _____

Line Manager Declaration:

I confirm that the purpose and accountabilities of this role are as outlined above have been agreed with me as line manager.

Signature: _____ Date: _____