

AWS Commercial Manager

- Service area: Inclusive Economy
- Grade: PO8
- Reports to: Assistant Director of Affordable Workspace
- Your team: Affordable Workspace

Our mission

We are determined to create a more equal Islington, where everyone who lives here has an equal chance to thrive.

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

[Watch our video](#) to hear more about our mission and how you can help us achieve it from the Leader of the Council, Cllr Kaya Comer-Schwartz.

Key responsibilities

The council has an active Affordable Workspace Strategy setting out its commitment to ensuring affordable workspaces in the borough for local businesses and delivering wider social value to local communities

The AWS Commercial Manager will be responsible for providing and supporting the delivery of a range of professional property services and advice with a specific focus on the AWS

The role will report to the Assistant Director of Affordable Workspace and work alongside the AWS Programme Manager to stabilise and deliver the commercial arrangements underpinning the Affordable Workspace programme.

The role will be responsible to:

1. Manage and oversee individual Concession and Lease Agreements with workspace providers, ensuring that all agreed financial and operational outputs, performance targets, and social value commitments are met according to the terms of the agreements.
2. Support on the LBI/Developer landlord and tenant arrangements and lead on commercial negotiations to agree operator lease arrangements and ensuring balance with Social Value requirements, for upcoming affordable workspaces, including lead on the successful procurement and appointment of a suitable operators/tenants for both existing and emerging spaces.
3. Develop and implement standard operating procedures for contract management, ensuring compliance with Islington Councils procurement rules. Regularly review procedures for improvement and best practices. Train and guide team members and stakeholders to maintain high standards.

4. Oversee and monitor performance against key targets, ensuring corrective and remedial actions and oversee all contract variations, ensuring changes are documented, approved and communicated to stakeholders and to manage impacts on timelines, costs and deliverable.
5. Collate and report all Social Value Framework data and contractual outputs and outcomes, providing recommendations for improvements where needed.
6. Advise the Assistant Director of Affordable Workspace, to act as client in the statutory planning process to influence the best commercial outcomes for the Programme and deliver sustainable benefits for the council and borough.
7. Prepare and present reports to the Assistant Director, Programme Board, Chief Officers, and elected Members on the performance and operational issues related to the Affordable Workspace Concession Agreements and provide assurance to senior management in relation to the financial and commercial dimensions to the programme, including providing market insights.
8. Act on behalf of the Council as a qualified professional property advisor for property and asset management issues related to our property portfolio and provide professional advice to ensure the Council's property portfolio is utilised to the best possible advantage, optimising use in accordance with the Council's policies.
9. Prepare capital and revenue estimates for acquisition, disposal and leasing, including SLA's, of all types of affordable workspaces and where needed, commission external consultants to provide technical input into aspects of property matters.
10. Lead and advise on the drafting of specifications and agreements for new workspaces, supporting the commissioning process, and ensuring performance can be effectively managed and supported, once agreements are in place.
11. Develop and manage a cycle of programme and project evaluations using both qualitative and quantitative methods to provide a comprehensive overview of operator performance, which will be reported to the Programme Board.
12. Lead liaisons with internal and external stakeholders to ensure contract management processes are followed. Hold regular meeting to review performance, discuss variations and address issues. Building strong relationships for effective communication and collaboration.
13. Build and maintain strong relationships with clients, suppliers, and other business partners, leading liaisons with internal and external stakeholders to ensure contract management processes are followed, with regular meetings to review performance, and maintain strong relationships for effective communication and collaboration.
14. Undertake market research and analyse trends and competitors to identify new business opportunities, ensuring that the council's portfolio remains competitive and relevant to local needs.

Leadership

As a member of the council's management team, to contribute proactively to the collective leadership for the council, working collaboratively with Members, services across the council, partners and stakeholders to deliver the council's objectives and priorities.

To drive positive cultural change, embodying and promoting the values and behaviours of the council and empowering staff to reach their full potential. Ensure that the performance and development framework is effective for all staff.

To lead on and ensure the effective implementation of corporate initiatives and transformation programmes that cut across the whole or part of the council's activities.

Resources and Financial Management

Ensure effective Financial Management, cost controls and income maximisation in an ever changing environment, fluctuating demands and priorities. Ensure resources are well managed and effectively deployed to the best possible effects assuring value for money in all activities.

Compliance

Ensure legal, regulatory and policy compliance under GDPR, Health and Safety and in area of your specialism identifying opportunities and risks and escalating where appropriate.

Work style

Flexible/Office-Based

Person specification

You should demonstrate on your application form how you meet the criteria. Please ensure you address all the criteria as this will be used to assess your suitability for the post.

Essential criteria

Qualifications

Essential criteria	Criteria description	Assessed by
E1	Possess Corporate Membership and appropriate and relevant professional qualifications (e.g. General Practice or Planning & Development) from RICS (Royal Institution of Chartered Surveyors).	Application/Interview

E2	Educated to degree level or equivalent.	Application/Interview
----	---	-----------------------

Experience

Essential criteria	Criteria description	Assessed by
E3	Significant experience of providing professional advice to a property team in a public or private sector organisation.	Application/Interview
E4	Experience in managing an emerging market innovative property portfolio and delivering landlord and tenant solutions in accordance with the law and market practice.	Application/Interview
E5	Knowledge and experience of effective governance, risk management to deliver better outcomes.	Application/Interview
E6	Experience of working with consultants and contractors especially focused on Affordable Workspace and voluntary and community sectors.	Application/Interview
E7	Sound knowledge and understanding of general estate management, corporate real estate issues, and Compulsory Purchase and forms of procurement.	Application/Interview

E8	Experience of working in political environment and demonstrating political awareness ensuring effective working relationships with Executive Members, ward councillors, MPs, etc. including the ability to provide objective, complex and technical advice and support.	Application/Interview
E9	Knowledge of and ability for the delivery of innovation and improved organisational culture, and the delivery of equality, diversity and fairness into all aspects of service provision and programmes.	Application/Interview
E10	Ability to represent the organisation, acting as an ambassador with a wide range of stakeholders including community and borough organisations or with external professional and public sector organisations etc.	Application/Interview

Skills

Essential criteria	Criteria description	Assessed by
E11	Strong and visible management skills and the ability to motivate and enthuse employees whilst creating a culture in support of organisational vision, values and behaviours.	Application/Interview
E12	Proven experience and financial management skills and commercial acumen, with ability to negotiate, develop and deliver property contracts and solutions that maximise benefits for stakeholders.	Application/Interview

E13	Strong communication skills both oral and written with ability to influence outcomes effectively through persuasive argument.	Application/Interview
-----	---	-----------------------

Special requirements of the post (delete if they do not apply)

Essential criteria	Criteria description	Assessed by
E14	This role will require you to obtain an Enhanced/Standard/Basic satisfactory clearance from the Disclosure and Barring Service	Application/Interview
E15	This post needs to meet the requirement of the Baseline Personal Security Standard	Application/Interview
E16	This post is designated as politically restricted	Application/Interview

Our accreditations

Our accreditations include: the Healthy Workplace award; Timewise; London Living Wage Employer; Disability Confident Committed; The Mayor's Good Work Standard; Stonewall Diversity Champion; and Time to Change.

