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| A | **Post Details** | | | | | | | | |
|  | Job Title: Commercial Analyst (FTC) |  | Function: Finance & Contracts | | | | |  | |
|  | Location: Head Office, London Bridge + travel across network |  | Unique Post Number: TBC | | | | |  | |
|  | Reports To: Project Lead |  | Grade: MG2 | | | | |  | |
| B | **Purpose of the Job**  Southeastern are planning to undertake a procurement and commercial project to deliver improved value and commercial performance via the delivery of new contracts/tenders, supplier renegotiation and implementation of new departmental strategies.  The purpose of this role is to provide support to the Project Lead, Commercial Managers and operational stakeholders to identify income trends, opportunities and trial performance to maximise income, improve customer experience and assisting operations. This will involve financial modelling and input into the creation of commercial strategies, working with stakeholders and suppliers to deliver short term change, trialling new innovations and reporting on impact and forecasts.  The role will be integral in acting as a team support for in delivering commercial change and working closely with both the contract manager/s, operational stakeholders and the Project Lead. The role will require commercial creativity, understanding of yield management and imagination to promote pricing innovations to move the business forward on this important step change. | | | | | | | | |
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| C | **Principal Accountabilities** | | | | | | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9 | Responsible for modelling financial options to support business cases and strategies meet business needs over the next 2-5 years.  Production of project KPIs, performance against targets and milestone tracking.  Supporting negotiations with accurate information and evaluating cost proposals from suppliers to assess impact on income and budgets.  Reviewing past contract data/performance to highlight opportunities.  Creation of income models to support business decision making on pricing options.  Effectively communicating and engaging stakeholders throughout the project.  Undertaking market research and developing new or existing suppliers to better meet the operational needs of the business.  Liaising with Finance Business Partners to ascertain project budgets and authorisations for new contracts.  Attending internal and external meetings. | | | | | | | | |
| D | **Safety Responsibilities** | | | | | | | |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | | | Yes |  | No | x | |
| D2 | This is a KEY SAFETY POST or nominated deputy | | | Yes |  | No | x | |
| D3 | The holder of this post is identified as a KEY SAFETY MANAGER | | | Yes |  | No | x | |
| D4 | The job requires competence in PERSONAL TRACK SAFETY | | | Yes |  | No | x | |
| D5 | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below) | | | Yes |  | No | x | |
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| D6 | The post holder has no specific safety responsibilities. | | | | | | | |
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| E | **Decision making Authority** | | | | | | | |
| E1 | Recommending commercial opportunities, income model/options and commercial improvements to the Project Lead | | | | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | | | | |
| F1  F2 | Driving revenue generation and trialling new innovations while maintaining operational safety and customer satisfaction.  Evaluating operations over a wide geographic area, with the occasional need to visit and arrange meetings on site. | | | | | | | |
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| G | **Person Specification** | | | | | | | |
|  | Southeastern aims to recruit people not just for jobs but for long term careers. We want good quality, talented people with the right attitude who will stay with us.For these reasons we look for evidence of Southeastern values and behaviours in all potential staff and our existing staff looking for promotion along with the particular experience/knowledge, skills and behaviours relevant to the position applied for. These areWe care passionately about our people and passengers  * + we put ourselves in our passengers’ shoes to do what’s right for them   + we support our colleagues to be, feel and do their best   + we love the places we serve and do our bit for our communities and environment  We aim to be the best  * + we move with pace, we’re agile and learn from everything   + we relentlessly strive to be the best   + we are professionals with personalities  We make the difference together  * + we are answerable to each other and our passengers   + we trust each other and do what we say we will   + we are stronger together than we are as individuals   We also have identified behaviours required to be successful in leading Southeastern.    The Leading Southeastern framework details **how** we should be behaving in order to drive up performance to deliver **85 by 18**.  All shortlisted candidates seeking promotion will be assessed against this framework.  The job demands the following blend of experience/knowledge, skills and behaviours (all are essential , unless otherwise shown and will be assessed by application and/ or interview/assessment) | | | | | | | |
| G1 | Experience, Knowledge & Qualifications (including any specific safety training requirements)  * Relevant degree or professional qualification (desirable). * Ability to find trends and opportunities in data * Experience in seeking and collating available data sources. * Good understanding of yield management and/or pricing strategies. * Good understanding of contract SLAs. * Good stakeholder management and communication skills. * Proficient experience in producing project reports (or similar). * Awareness of relevant consumer market, business intelligence and market innovations. | | | | | | | |
| G2 | Skills (including any specific safety critical competencies)  * Self-starter with ability to quickly build relationships with a wide range of stakeholders. * Proven problem-solving skills. * Ability to summarise complex mechanisms in a clear and coherent method. * Excellent IT skills including use of Microsoft suite (Excel, Word & Powerpoint). | | | | | | | |
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| H | **Dimensions of role** | | | | |
| H1 | Financial – Direct: n/a – project delivery | |  | | |
| H2 | Financial – Other: n/a – project delivery | |  | | |
| H3 | Staff Responsibilities – Direct: None | |  | | |
| H4 | Staff Responsibilities – Other: None | |  | | |
| H5 | Any Other Statistical Data: Project/Income KPIs | |  | | |
| I | **Acknowledgement** | | | | |
| I1 | Prepared By (Head of Department): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **J** | **Job Description Briefing** | | | | | |
|  | The post holder has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of post holder: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |
| **K** | **Nominated Deputy for Safety requirements** | | | | | |
|  | If this is a KEY SAFETY POST (D2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must ensure that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description. If there are more nominated deputies, they should sign further copies of this Job Description. | | | | | |
|  | The nominated deputy has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of nominated deputy: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |