

Position/s Description

Head of Commercial (POSXXXX)

Directorate Department	OCEO Strategic Portfolio
Reports to	Senior Manager, Strategic Portfolio
Number of Direct Reports	1
Position Grade	Manager
Employment Type	Permanent – Full Time
Primary Location	Civic Place
Date Approved	2026

Our Culture

We believe in the future of Liverpool and that our future is best described in the Community Strategic Plan (CSP).

We're a connected team with a shared purpose, determined to get the best results on the things that matter most for our community and people. We live our culture with a mindset of "A better way – every day."

**WORKING
TOGETHER**



**COMMUNITY
FOCUS**



ACCOUNTABILITY



**GROWTH &
DEVELOPMENT**



INNOVATION



Intent and Primary Purpose of the Position/s

The Head of Commercial provides commercial leadership across Council's strategic portfolio and major initiatives, supporting the Office of the CEO to identify, develop, procure, negotiate, and manage commercial opportunities that deliver value for Council and the community.

The role is responsible for driving commercial outcomes across major projects, partnerships, service contracts, property initiatives, and strategic programs by providing expertise in commercial strategy, procurement planning, tender development, contract management, negotiation, and value realisation.

Working closely with Procurement, Legal, Finance, and business units, the Head of Commercial ensures commercial arrangements are structured effectively, procurement documentation is commercially robust, and contractual outcomes align with Council's strategic objectives while maintaining compliance with governance and probity requirements.

The role provides specialist commercial expertise throughout the end-to-end commercial lifecycle.

Position Outcomes and Accountabilities	
Outcomes Delivered	Performance Standard
Commercial opportunities are identified and realised.	Revenue growth, cost efficiencies, partnerships, funding opportunities, and value creation initiatives are identified, assessed, and progressed to deliver measurable outcomes.
Contracts and commercial arrangements are effectively managed, with commercial and contractual risks proactively identified and mitigated.	Contracts, agreements, partnerships, variations, and commercial arrangements are effectively developed, negotiated, executed, and managed to support Council objectives, while commercial, contractual, procurement, and financial risks are proactively identified, managed, mitigated, and escalated as required
Commercial performance and value realisation are monitored and reported	Revenue, savings, contract performance, benefits realisation, and commercial outcomes are accurately tracked, validated, and reported to support decision-making.
Strategic stakeholder relationships are developed and maintained	Strong relationships are built across Council, suppliers, contractors, partners, and key stakeholders to support successful commercial outcomes.
Strategic projects and initiatives are supported through commercial expertise	Commercial advice and support are provided across major projects, infrastructure programs, service reviews, property initiatives, and strategic Council priorities.
Commercial leadership is provided across procurement and tender activities	Tender documentation, scopes of work, specifications, commercial schedules, evaluation criteria, and procurement strategies are developed and reviewed to achieve value-for-money outcomes.
Strong governance and compliance across commercial activities is maintained	All activities comply with Council policies, procedures, and probity requirements, with documentation accurately maintained (e.g. TRIM)

Decision Making Authority and Responsibilities

Decision Making

- Develop and recommend scopes of work, evaluation criteria, commercial terms, and contract structures.
- Negotiate commercial terms, contract variations, and commercial arrangements within approved delegations.
- Assess and manage commercial, contractual, procurement, and financial risks.
- Recommend contract award outcomes, procurement strategies, and commercial decisions to management and executive stakeholders.
- Prioritise commercial initiatives and improvement opportunities across the strategic portfolio.
- Escalate significant commercial risks, disputes, procurement matters, and decisions requiring executive approval.

WHS Responsibilities

- Take reasonable care for own health and safety and that of others who may be affected by work activities
- Comply with Council's WHS policies, procedures, safe work practices, and lawful directions
- Identify, report, and assist in managing hazards, incidents, injuries, and risks in a timely manner
- Participate in WHS consultation, training, and continuous improvement activities and support a safe working environment

Financial Delegation

- As per relevant delegation schedules.

Key Relationships

Who

Why

Senior Manager Strategic Portfolio

- Ensure alignment on priorities, delivery of commercial outcomes, and portfolio coordination

Strategic Portfolio Team and Heads of

- Identify and develop commercial opportunities across assets, programs, and services.
- Support tender development, contract management, and optimisation of Council assets and commercial arrangements.
- Deliver revenue, value realisation, and business improvement initiatives.
- Coordinate commercial aspects of partnerships, strategic projects, and economic development initiatives.

Finance Team

- To support financial tracking, forecasting, value realisation, and reporting of commercial outcomes and entitlements

Legal / Governance

- To ensure contracts, agreements, and commercial arrangements meet compliance, governance, and probity requirements

Position Requirements

Qualifications, Knowledge, Skills and Experience

Essential:

- Degree qualification in Commerce, Business, Finance, Economics, Law, Procurement, Engineering, Property, Project Management, or a related discipline or extensive demonstrated experience in commercial management.
- Strong experience developing tender documentation, scopes of work, commercial schedules, and contract documentation.
- Proven experience managing commercial and contractual arrangements, including negotiation, variations, compliance, and performance management.
- Strong commercial and financial acumen, with the ability to analyse costs, risks, value, and business opportunities.
- Experience identifying and managing commercial, contractual, and procurement risks.
- Ability to develop commercial reporting, performance metrics, and value realisation frameworks.
- Strong stakeholder engagement, negotiation, and influencing skills, with the ability to work across multiple business units.
- Demonstrated ability to work within governance, compliance, and probity frameworks.
- Proven ability to drive process improvements and deliver commercially focused outcomes.

Desirable (if applicable):

- Experience in system implementation – CLM, SRM, Compliance
- Experience within local government, transport, utilities, infrastructure, construction, property, or public sector organisations.

Signature

By signing below, I understand the contents and expectations of this position description.

Name

Signature

Date

Capabilities for the position

The capability framework outlines the capabilities needed by everyone to work well and be effective in their position. They are expressed as behaviours to provide clarity and a common language to describing the skills and abilities to perform a position at Council.

Core Capabilities <i>Applicable to all positions</i>	Description
Developing Self	Seeks growth opportunities, embraces feedback, and enhances skills and knowledge.
Being Accountable	Takes ownership of actions, delivers on commitments, and ensures transparency and responsibility.
Acting with Integrity	Behaves ethically, upholds values, and acts in the best interest of the organisation and community.
Communicating Effectively	Expresses ideas clearly, listens actively, and tailors communication to the audience's needs.
Working Collaboratively	Works well with others, builds teamwork, and fosters a supportive environment.
Having Resilience	Bounces back from adversity, maintains positivity, and performs effectively under pressure.
Focus Capabilities <i>Most important to be effective in position</i>	Description
Commercial Nous/Acumen	The ability to apply business insight, strategic thinking, and practical solutions for competitive advantage.
Using Data for Decision Making	Collects, analyses, and interprets data to ensure evidence-based, accurate, and effective decision-making.
Influencing and Negotiating	Communicates persuasively, uses negotiation skills, builds consensus, and resolves conflicts constructively.
Thinking Innovatively and Creatively	Encourages new ideas, fosters innovation, and seeks opportunities for creative problem-solving and improvement.
Building Relationships	Establishes positive relationships, builds trust, and fosters partnerships to achieve common goals.
Delivering Outcomes	Sets ambitious goals, measures progress and adapts strategies to ensure effective achievement of objectives.
Focusing on the Community	Provides high-quality service, seeks feedback, and anticipates community needs.
Using Technology and Building Digital Literacy	Adopts technology, enhances productivity, stays updated on advancements, and promotes digital literacy.
People Management Capabilities <i>Required for leadership positions</i>	Description
Inspiring Direction and Purpose	Provides clear vision, motivates others, aligns team efforts with objectives, encourages and empowers achievement.
Managing People	Guides team members, provides feedback, recognises efforts, develops talent, and fosters an inclusive culture.
Managing Reform and Change	Drives organisational change, aligns with goals, engages stakeholders, monitors progress, and adjusts strategies.
Optimising Outcomes	Analyses processes, identifies improvements, implements strategies for efficiency, and uses data for informed decisions.
Practising Sustainability	Implements sustainable practices, balances economic, social, environmental factors, and advocates long-term sustainability goals.
Valuing Diversity and Inclusion	Promotes an inclusive environment, respects diverse perspectives, and advocates for equity and inclusion.