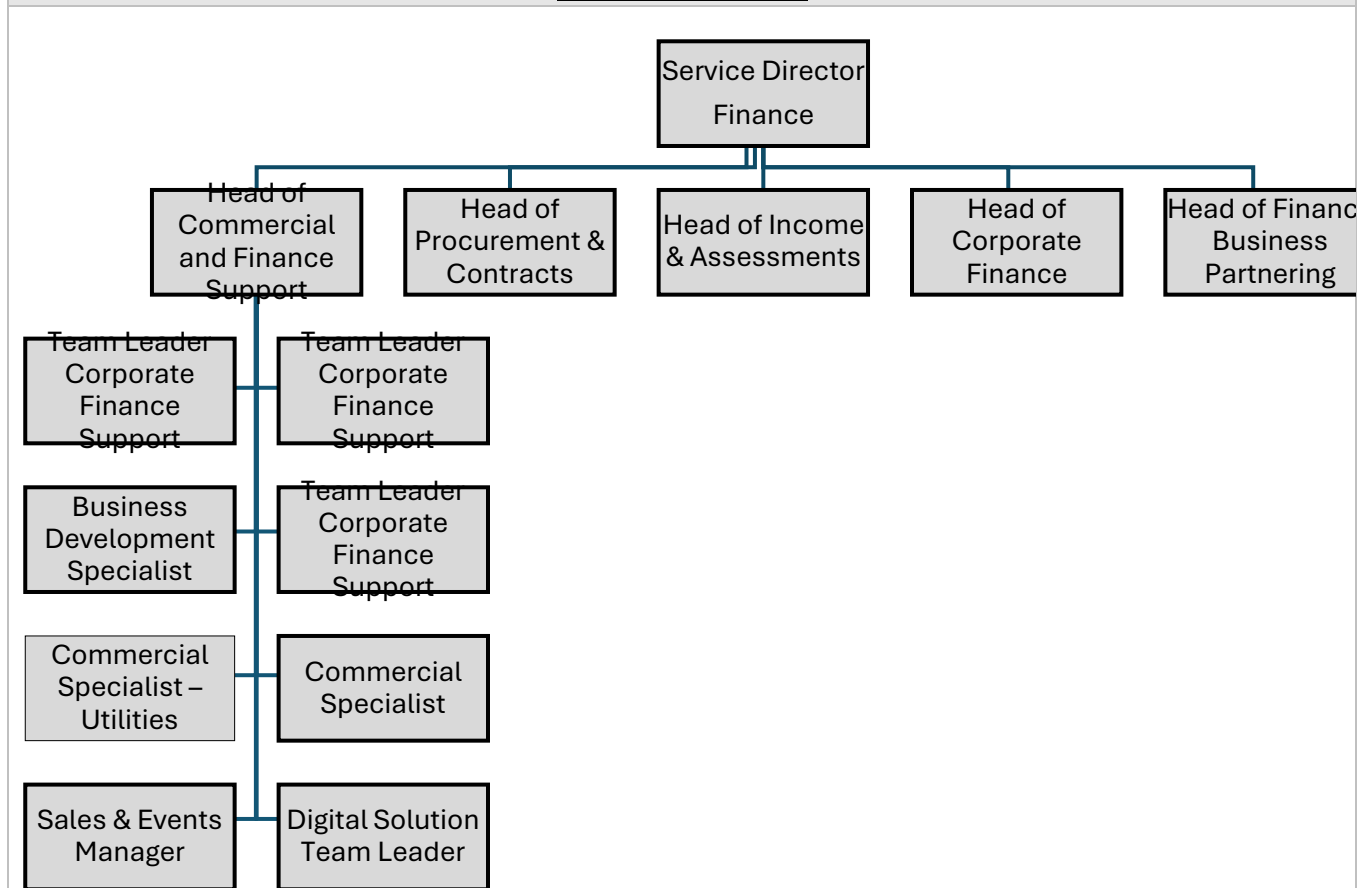
 WOKINGHAM BOROUGH COUNCIL	Job Description		Job Reference
Job Title			Commercial Specialist - Utilities
Service	Finance	Team	Commercial and Finance Support
Location	Shute End / SMART working		
Reports to	Head of Commercial and Finance Support		
Responsible for	No direct reports		
Grade	Type of position:		Date
10	Permanent Full-time		July 2025
This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.			
<u>Service Purpose</u>			
This role sits in the Finance Department, within the Commercial and Finance Support team. The service is a support service across Council Departments, delivering critical financial support to include strategic & budget finance controls, business support, procurement, commercial & print room functionality.			
<u>Purpose of the role</u>			
The role is responsible for the management of the Council’s utility contracts (electricity, gas and water) and will be responsible for developing and implementing commercial activities for WBC’s utilities service. This will include managing the Council’s utilities contracts, commissioning commercial utility capital projects and investment opportunities, in partnership with procurement service and processes, and working with the Head of Commercial and Financial Support, developing and agreeing Commercial strategies aligned to the organisations strategic objectives.			
<u>Main Accountabilities</u>			
1	Procure and manage electricity, gas and water (utilities) contracts, relating to the whole of the authority’s estate and to external partners, for example, schools		
2	Identify sales opportunities to attract customers to the energy contract and energy reduction investment initiatives, including the provision of advice and support to stakeholders, promoting strong commercial governance and sharing best practices		

3	Act as the main contact for the authority with utility providers and commercial contracts, managing relationships to the best advantage to the authority, protecting income streams and investment returns.
4	Lead the development and implementation of the utility Council's policies and strategies, in line with the Council's stated environmental (CEAP) and financial objectives and corporate policies and strategies
5	Work collaboratively across the organisation and to the Head of Commercial and Financial Support to undertake intelligence gathering; developing, commissioning and analysing an evidence base; horizon scanning to inform strategy and policy development; market shaping; service design and commissioning; procurement; budget and strategic and/or operational contract management; quality assurance and performance review as required within the specialist areas.
6	With the Head of Commercial and Financial Support manage the development and implementation of utilities business systems, processes and policies in order to ensure they are in line with strategic business objectives and contributing to continuous improvement in service delivery
7	Develop business case template and options appraisal process of commercial opportunities and contractual agreements to protect the council position and investment, and implement this process in the assessment of commercial opportunities
8	Keep up to date and monitor the industry for developments in legislation requirements, best practice, latest commercial opportunities and pricing models, and develop proposals for organisational improvement as appropriate
9	Working within project teams, identify, develop, implement and manage revenue generation opportunities in respect of the Energy Portfolio including large scale renewable energy infrastructure projects (including solar farms) and carbon offsetting projects.
10	Working with internal Commercial Property team, contribute to the identification and implementation of a programme of renewable energy generation and carbon reduction projects on the Council's own property assets, and extending to external partners subject to the business case, to facilitate revenue generation and future energy security.
11	Working collaboratively with Commercial Property team, and Highways team where appropriate,, and in line with the Council's EV Charging strategy, develop and oversee the implementation of a commercial EV charging network through the Borough.
12	Identify and implement (as appropriate) commercial opportunities supplied by the organisation to external partners, including the opportunities for services relating to EPCs, TM44s, the provision of energy and water consultancy services and a fully commercialised ESCO (Energy Services Company)
Supervision Received	General Guidance and supervision provided from the Head of Commercial and Financial Support

Supervision Given	No direct line management
Contacts & Working Relationships	Develop and maintain good relationships with utilities providers (e.g. SSE, British Gas, Thames Water etc). Keep up to date and monitor the industry for developments in legislation requirements, best practice, latest commercial opportunities and pricing models. Expected to work across the broader regional/national community with an interest in commercialisation within the utilities sector.
Management of resources or budget	Utility contracts have value up to circa £5million per annum. Renewable energy infrastructure projects, capital value up to £25million; up to £1million revenue income per annum (budget manager responsibility sits with Head of Property Management (Commercial Property)) Responsible for income generation across the utilities service.
Special Factors	Ability to travel to a variety of locations in borough Politically restricted post.

Organisation Chart



Person Specification

<u>Person Specification</u>		
Qualifications	Essential	Desirable
	Degree-level, equivalent relevant professional qualifications or expertise	Project Management qualification or experience
	Evidence of continuous personal and professional development	Membership of relevant professional body
Technical Skills.	Essential	Desirable
	Good IT Skills including office software such as Microsoft Word, Outlook, Powerpoint and Excel.	
	<p>Well-developed written and verbal communication skills.</p> <p>Able to develop, lead and deliver effective strategies/projects</p> <p>Presentation skills, able to engage an audience</p> <p>Effective strategy and report writing skills, able to make recommendations</p> <p>Ability to actively listen in order to extract and assess the important information, ask pertinent questions in order to seek clarification.</p> <p>Able to interrogate & analyse data and information.</p> <p>Excellent negotiating and influencing skills, able to apply these across all areas of the council with stakeholder/partners</p> <p>Commercial mindset and ability to develop business cases</p>	Able to operate effectively in large, complex and political organisations.
Knowledge	Essential	Desirable

	Excellent working knowledge of the political landscape, legislative frameworks, and regional and national drivers of the utility markets and industry	
	Knowledge and understanding of renewable/sustainable energy and technologies	Working knowledge of green infrastructure projects including, but not limited to, the development and operation of Solar Farms
	Knowledge of the structure, operation, and regulation of utility markets, including electricity, gas, and water sectors	
	Knowledge of commercial analysis techniques including cost analysis, time: motion analysis, trend analysis, future forecasting and other business analysis techniques.	
Experience	Essential	Desirable
	Experience of procurement processes within the utility sector, including contract negotiation, supplier management, and cost optimisation	
	Experience of identifying, developing and delivering opportunities for improving the service	Experience of developing and implementing policies and strategies
	Experience of championing ideas and obtaining commitment to allow them to be implemented.	Experience of working in a Commercial role within a public organisation
Other	Essential	Desirable
	Able to travel as required by customer and service demands to sites within Wokingham Borough.	

	Some requirement for evening work to attend meetings	
Completed by:	Service Director – Commercial Property Service Director – Finance	Date: July 2025