



<b>Job Title:</b>	Commercial Business Partner
<b>Department:</b>	Commercial
<b>Last Updated:</b>	16 <sup>th</sup> August 2024
<b>Version:</b>	1

**ROLE TITLE:** Commercial Business Partner

**Reports to:** Head of Commercial

**Direct reports:** None

**Budget:** None

**Key relationships:**

- **Heads of Sectors:** To support the Sector Teams in developing appropriate commercial process
- **Project Managers:** To support individual PM’s in relevant contractual negotiations
- **UoB:** Liaising with UoB Legal, Insurance, Project Office, Estates and other relevant teams, on behalf of NCC to ensure mutually beneficial outcomes
- **NCC Customers:** Supporting the Project Managers as required in any commercial / contractual discussions or negotiations with customers.

**Role purpose:**

To support the provision of commercial support services across the NCC in the areas identified below. The role holder is expected to work collaboratively with the Head of Commercial and with the relevant Sector Teams, using their judgement to identify high risk items and escalate as appropriate. The role holder will be responsible for ensuring the exposure to contractual risk is appropriately managed within relevant individual Sector Teams. In particular, this will involve;

- 1) Sector Teams
  - Developing sector specific ‘Commercial Road-Maps’ to ensure the commercial risk is appropriately managed
  - Developing relevant enabling tools, processes, training materials and communication plans to support the implementation of the road-map within the Sector Team
  - Supporting the Sector Teams in the review and negotiation of contractual terms relating to individual projects
- 2) Acting as the NCC’s Commercial Team’s ‘Capability Lead’ for specific commercial processes. Examples of relevant processes include but are not limited to;
  - Export control, including but not limited to UK Export regulations, licence applications, ITAR compliance.
  - Subsidy Control regulatory compliance
  - Anti-Bribery and Corruption and ‘Know-your-customer’ policy compliance

**Key Responsibilities:**

- Act as Commercial Business Partner to selected Sector Teams.
  - Developing a Commercial road-map for the selected Sector Teams
    - Understanding the commercial risk profile of the Sector Team based on the strategic development plan for that team.
    - Working with the Sector Team, implement relevant controls and processes that support an appropriate balance between commercial risk and opportunity.
  - Supporting Project Managers on a case-by-case basis to ensure that
    - Individual projects have terms and conditions which meet the needs of the NCC,
    - the Project Managers understand the key aspects of those T’s and C’s and

- The Project Managers have appropriate management processes in place to ensure compliance with relevant policies and/or T's and C's whilst maintaining an appropriate balance of risk and opportunity.

The particular focus will be on contracts which do not use the standard NCC T's and C's. including, but not limited to:

- Commercial research projects.
- Collaborative research projects, including creating or reviewing and approving Grant Offer Letters, Collaboration Agreements and other relevant commercial agreements.
- Other Projects, eg use of NCC facilities by 3<sup>rd</sup> Parties, equipment rental or loans:
- Act as the Commercial Team's 'capability lead' for key policies. Examples of potential policies include i) Export and Working Abroad, ii) Subsidy Control Policy, iii) Anti-Bribery and Corruption and 'Know-your-customer' policy.
  - Ensure relevant policies are documented, communicated and trained to the appropriate individuals within the business.
  - Oversight of implementation of policy, acting as subject matter expert in relation to the policy.
  - Where appropriate (eg Export) ensuring compliance with any regulatory and audit requirements.
- Supporting the NCC Head of Commercial to
  - find pragmatic solutions to a range of NCC Commercial Issues that may arise on a case-by-case basis.
  - continually develop and implement the Commercial Strategy as the NCC evolves over the foreseeable future.

## PERSON SPECIFICATION

Essential	Desirable
<p><u>Qualifications/Experience</u></p> <ul style="list-style-type: none"> <li>▪ Experience in negotiating or drafting contracts in a corporate environment.</li> <li>▪ Demonstrated capability to make pragmatic risk-based judgements which appropriately balance customer and project short-term needs with organisation-level strategic objectives.</li> <li>▪ Practical Experience of working in multi-disciplinary team delivering project-based outcomes</li> <li>▪ developing and documenting policy and procedure documents</li> <li>▪ Degree / professional level qualifications in MCIPs or commercial equivalent.</li> </ul>	<p><u>Qualifications/Experience</u></p> <ul style="list-style-type: none"> <li>▪ Experience of negotiating or drafting research or research related contracts within the Research sector</li> <li>▪ Experience of liaising with Commercial Lawyers.</li> <li>▪ Experience of commercial applications of one or more of               <ul style="list-style-type: none"> <li>▪ Export control regulations</li> <li>▪ Subsidy control regulations</li> <li>▪ Developing and documenting policy and procedure documents</li> </ul> </li> <li>▪ Experience of working in a related field, eg Procurement.</li> <li>▪ Experience of working in the University and/or RTO sector.</li> </ul>

Essential	Desirable
<p data-bbox="193 226 783 259"><u>Behavioural Competencies</u></p> <ul data-bbox="193 271 783 808" style="list-style-type: none"> <li data-bbox="193 271 783 383">■ Pro-active approach – be able to work independently and challenge findings/status quo where appropriate</li> <li data-bbox="193 383 783 461">■ Ability to work to strict deadlines and under pressure</li> <li data-bbox="193 461 783 573">■ Excellent attention to detail/meticulous approach to contract preparation and review</li> <li data-bbox="193 573 783 685">■ Proactively keep relevant skills up to date by relevant continuous professional development</li> <li data-bbox="193 685 783 808">■ A team player, capable of establishing effective relationships within the NCC and with the NCC's partners.</li> </ul>	<p data-bbox="783 226 1401 259"><u>Behavioural Competencies</u></p> <ul data-bbox="783 271 1401 808" style="list-style-type: none"> <li data-bbox="783 271 1401 808">■</li> </ul>