# POSITION DESCRIPTION

Commercial Director

Exempt

Main Purpose of Role

The Commercial Director will be employed by John Laing (USA) Ltd and seconded to I4 Mobility Partners in Orlando, FL. I4 Mobility Partners is a special purpose company jointly owned 50/50 by John Laing and Skanska. Reporting to the Project Director, the Commercial Director will be responsible to provide leadership in ensuring that the SPC discharges its obligations required by the Project Documents. The Commercial Director will be directly involved in complex business transactions and in negotiating critical contracts.

* Become a subject matter expect for the Project Documents in respect of the contractual requirements.
* Responsible for ensuring compliance with Project Documents and communicating expectations and performance to SPC management, staff, advisory consultants and contractor partners.
* Lead all commercial matters within the project company, ensuring effective commercial control and compliance.
* Responsible for coordinating the implementation of a document management systems and ensuring compliance with established document control procedures
* Participate in initial organization ramp-up, and assist with orientation (both development and training) of SPC staff where appropriate.
* Responsible for initial implementation of Non-Compliance Points tracking system.
* Responsible for monitoring communication protocols between SPC and FDOT.
* Leverage and build upon the relationships in SPC, DBJV, and FDOT to assist with the project implementation, suggest or implement solutions to improve project performance.
* Manage company secretarial tasks whether provided in house or by a service provider, including the issuance and recording of board minutes.
* Implement and maintain policies and procedures designed to ensure compliance with all laws (including Anti-Corruption Laws), regulations, and sponsor’s business practices.
* Raise key concerns/issues to SPV management team as appropriate
* Monitor follow-up actions and report.
* Prepare in good time the transition to the operation period in any contract negotiations and organizational resources.

Key Accountabilities

* Ensure SPC staff are aware of Project Document requirements, and that the SPC complies with and discharges its obligations effectively.
* Negotiate and secure execution of agreements and contracts in accordance with delegated authority limits as necessary.
* Offer counsel on a variety of [legal] and contractual issues.
* Manage various projects and deadlines.
* Advise shareholders on contract status, [legal] risks and business terms of various deals.
* Lead the development and implementation of a risk management system, in particular, identifying commercial risks and implement action plans to mitigate risks.
* Provide assistance with strategic partnership deals.
* Ensure legal objectives are met.
* Where necessary, keep abreast of legislative changes that may affect the company and its affiliates.
* Ensure SPC contractual position is optimized at all times, and ensure that communication such as formal notices and correspondence is issued as required.
* Manage the legal consultant and the subcontracting and legal compliance of the SPC.
* Lead all commercial matters with the project company, ensuring effective commercial control.

Education and/or Experience

* Degree standard education, either from a legal or contractual background, possibly from a construction company or law firm with at least 10 years post qualification experience
* Must have a good business sense, clear and comprehensive understanding of contractual matters, such as finance, property, employment; corporate governance and commercial matters

**Essential Qualifications:**

* Juris Doctorate (J.D.) degree, or Commercial/Legal experience in managing contracts and negotiations with Public and Private parties
* Effective leader of multidisciplinary teams including external consultants and partners
* Ability to multitask and work/deliver under pressure
* Well-developed communication skills
* Collaborative management style

Authority

The Commercial Director derives his or her authority, and performs all duties with guidance, from the Project Director.

Work Environment/Job Conditions

This job may be performed in the office or on the jobsite and requires frequent sitting (often working on a computer), frequent walking, standing, bending, and reaching. Due to computer usage, there may be repetitive motions of the hands and wrists. He/she must be able to navigate the jobsite and is expected to be able to comply with all safety regulations in the office and on the jobsite.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be a complete list of all responsibilities, duties and skills required of personnel so classified. Duties and responsibilities may be added or changed as deemed appropriate by management at any time.