

## JOB DESCRIPTION & PERSON SPECIFICATION

**Director Area:** Resources

**Job Ref Number:** 04077

**Service Area:** Commercial

**Grade:** G7

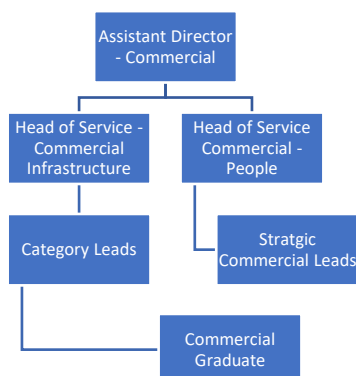
**Job Title:** Commercial Graduate Trainee

### PURPOSE OF JOB:

This role sits within the LCC Commercial team within the Resources Directorate, who provide a commercial service to LCC directorates as well as its partner organisations. The team is responsible for the delivery of the Council's commercial strategy, the creation of commercial policy and processes, commercial delivery (awarding contracts) and contract and supplier management and plays a fundamental role in the operation of LCC and its partner organisations. This is a challenging role, working with a range of different stakeholders delivering commercial solutions that deliver best value services.

As Commercial Graduate, you will experience all aspects of commercial in a local authority, from market and needs analysis and options appraisal, strategy development, procurement and tendering, contract drafting and award, contract and supplier management, policy drafting and potentially business development projects. It will be a two-year programme in which the role will specifically rotate around commercial specialisms and category areas of spend and will involve supporting and leading on a range of projects, initiatives and contracts.

### TEAM STRUCTURE:



The Commercial Graduate Trainee will rotate depending on the programme between the two Commercial teams but will report into a Head of Service during time on the programme.

### MAIN DUTIES:

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| 1 | Undertake the Commercial graduate scheme, over a two-year period, supporting and leading on a range of commercial activities including market assessment, commercial strategy development, tendering, contract drafting, contract management to ensure that services deliver value for money services. |
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2	Lead, and support on procurement projects, ensuring compliance with public sector procurement regulations, legal framework, best practice guidance and project management best practice.
3	Deliver value for money commercial and procurement solutions, including the development of robust commercial strategies which meet the requirements of the organisation and meet corporate priorities and follow appropriate governance.
4	Run procurements through a variety of routes to market including framework agreements, competitive flexible approaches, Dynamic market solutions, request for quotations and other routes as required, ensuring the appropriate processes are followed.
5	Draft procurement and contract documents, using best practice templates but using initiative where appropriate to make sure they deliver the best commercial outcomes for the Council.
6	Undertake market research through different methods, such as premarket engagement activities, market analysis, benchmarking, spend analysis, risk analysis and using the analysis to inform strategies. Present findings back to senior members of the team for review and comments.
7	Oversee a contract portfolio and undertake contract management activities in line with best practice, working closely with contract managers to ensure the obligations of the contract are delivered. Provide high quality reporting on contract portfolio to ensure senior managers are informed of progress.
8	Build effective supplier relationships to enable effective contracting opportunities, including new and existing suppliers, working with them to drive efficiencies and commercial benefits to the Council.
9	Making sure all projects and work requirements are delivered in a timely fashion, ensuring all processes are completed and a high level of customer service is provided.
10	Proactively engage in all training and development opportunities identified to support the successful completion of the graduate programme.
11	Contribute to achieving the corporate priorities and values as set out in the Corporate Plan.
12	Prepare high quality Council reports, governance documents for review by senior members of the organisation and possibly political members and ensuring robust data and records management.
13	Contribute or lead on a range of Commercial initiatives (ie technology roll out, events, policy updates, corporate initiatives) to drive improvements across the commercial lifecycle.
14	Network effectively with other team members, senior members of the team and external organisations to develop and create a strong commercial network.
15	Carry out the deliverables at set out by graduate trainee manager during rotations, ensuring regular reporting against progress.

## PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Minimum 2.2 undergraduate degree	A/I	X	
An interest in commercial matters, contracts, supplier management and delivering value for money.	A		X
Commitment to ongoing personal and professional development including undertaking an ILM Level 7 Certificate in Leadership and Management	I	X	
Ability to effectively network across the organisation, and externally with stakeholders and partners.	A/I	x	
Excellent planning skills and the ability to work flexibly and to agreed timescales.	A/I	x	
Ability to identify, analyse and interpret relevant information from a range of sources to solve complex commercial problems and develop well-informed solutions considering key risks and mitigations	A/I	x	
Ability to take a partnership approach to assess issues and identify/deliver solutions using knowledge of legislation, latest thinking and industry best practice	A/I	x	
Excellent verbal and written communication with the ability to write clearly and unambiguously with the ability to persuade and influence	A/I	x	
Self-motivated with the drive and determination to manage time and prioritise work effectively to achieve objectives and deliver outcomes focusing on the relevant key drivers for change	A/I	x	
Role models values and organisational culture.	A/I	x	
Understanding of the key aspects of transformational leadership and how this is applied in the context of leading local government through times of unprecedented change			x
Excellent IT skills including, but not limited to, Microsoft Office applications	I		

	I		
*A = Application form	T = Test/Assessment	I = Interview	P = Presentation

**GENERAL**

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.