

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Commercial	Job Ref Number: 03261
Service Area: Infrastructure	Grade: G10
Job Title: Senior Commercial and Procurement Officer - IT	

PURPOSE OF JOB:

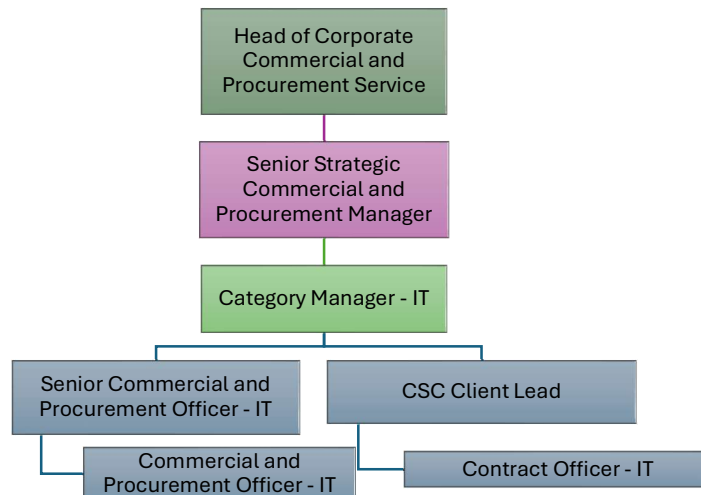
The Senior Commercial and Procurement Officer – IT post is a key commercial role specialising in IT services, playing an integral part in delivering the Council's future IT provision and assisting in the development and implementation of a category management approach to commercial and procurement activity to engage, understand, develop and better manage the market.

The role includes responsibility for participating in a specialist team to deliver the commercial and high value procurement element of the Council's ambitious plans for its IT Services. This includes responsibility for designing, developing and deploying all aspects of high value and high complexity procurements in a legal, ethical and commercially sound way to ensure the delivery of effective, high quality and Best Value outcomes for Lincolnshire.

The post is pivotal in delivering the Council's strategic goals through a programme of commercial and procurement activity, ensuring we can deliver quality front-line services in the most efficient and cost-effective manner. It will require new and effective relationships to be built with the supplier market across service areas, partners and other key stakeholders so that the Council strengthens its influence and negotiating position.

The role requires the implementation of robust governance and management arrangements for category management to ensure delivery, reporting and measurability of outcomes, all aligned to the Council's Commissioning Model.

TEAM STRUCTURE:



MAIN DUTIES:	
1	Participate in the Council's IT Category Team, providing expertise on legal, ethical and practical aspects of public-sector procurement.
2	Assist the Category Manager – IT in the development of a long-term Category Strategy for IT services, working in partnership with the Council's IT Services department and other relevant teams to establish outcomes and measurable outputs aligned to commissioning outcomes and any additional commercial, contracting or supply outcomes as might be necessary.
3	Develop and deliver creative, value-for-money commercial and procurement solutions and activities that comply with the applicable contracting laws, covering all aspects of public-sector procurement including, but not limited to: the creation of procurement strategies including the optimum deployment of procurement procedures available - for example dynamic purchasing systems and reverse auctions - tender documents, pricing-schedules, payment mechanisms, terms and conditions and contracts.
4	Undertake research into the IT market including general market and industry intelligence; market mapping; supply and value-chain analysis; spend analysis; analysis of industry and organisational financial information; volume and demand analysis and forecasting; benchmarking and cost analysis to inform procurements and risk analysis and to provide opportunities for innovation, continual improvement and obtaining increased value for money.
5	Build and manage effective supplier relationships (locally and nationally) including through attending industry events and regular engagement to enable effective commissioning and contracting identifying opportunities of joint benefit to the Council and the market. Where appropriate, lead negotiations with suppliers to deliver the best possible value contracts for the Council.
6	Project-manage a portfolio of commercial and procurement workstreams and initiatives within the IT category to ensure timely delivery of project objectives. Ensuring all necessary processes are completed including formal stakeholder approval, internal governance processes, business case development chairing and participating in evaluation meetings.
7	Engagement is required at all levels, developing and managing strong and effective relationships with key stakeholders, including senior staff across the Council, local authorities, other external organisations, suppliers and partners. Excellent customer service is required, with all contacts being treated as customers, regardless of whether they are internal or external to the Council.
8	Provide support and expertise to the wider Commercial Team on other projects.
9	Provide constructive challenge within the Council's IT Category Team and beyond to the way services are commissioned, procured and realised.
10	Lead on negotiations with suppliers acting as the Council and making recommendations to decision makers with regard to the final award of the contract
11	Working with the IT Category Team, develop, deliver and present a variety of reports including: decision reports, business cases, financial reports, market plans and other category documents.

12	Ensure that work undertaken is in line with the requirements of the Corporate Risk Strategy, ensuring throughout each stage of the process that potential risks including commercial, procurement, relationships, quality and financial are identified, managed and minimised and escalated as appropriate.
13	To deputise for the Category Manager IT as appropriate.
14	The post holder will supervise Commercial and Procurement Officers (Grade 8) and below as required including planning, checking, allocating work, appraisal and dealing with day to day capability and conduct to meet the overall requirements of the service

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Advanced knowledge and understanding of current public sector policy and best practice, of the Public Contract Regulations 2015 and of the Procurement Act 2023	A/I	E	
Minimum of 18 months practical experience in commissioning, procurement and/or related discipline	A	E	
MCIPS qualified or working towards MCIPS or educated to degree level or equivalent such as a Professional Qualification e.g. Diploma in Purchasing & Supply (Chartered Institute of Purchasing & Supply) such as through membership of the Chartered Institute of Purchasing and Supply (CIPS) or otherwise demonstrate equivalent knowledge through experience	A		D

Experience and expertise of procuring value-for-money IT services within the public sector.	E/I		D
Experience of working within a category management function.	E/I		D
Ability to take a leading role in effectively communicating both verbally and in writing, negotiating and influencing at an advanced level.	A/T	E	

Experience of market analysis including: gathering general market and industry intelligence; market mapping; supply and value-chain analysis; spend analysis; analysis of industry and organisational financial information; volume and demand analysis and forecasting; benchmarking and cost analysis	A/T	E	
Ability to undertake work of a complex nature, for example complex financial models such as payment mechanisms or multifaceted pricing schedules.	I/T	E	
Understanding of contract management process & effective relationship management	A/I	E	
Project and Programme management skills and experience	A/I	E	
Proven experience in writing clear and precise procurement documents, written reports and delivering presentations for a wide range of audiences	A/T	E	
Interpersonal and other skills and expertise that enables the post-holder to operate at a senior level building relationships but also providing effective challenge often requiring sensitivity and diplomacy.	I	E	
Able to manage a substantial portfolio of complex procurement and commercial projects	I	E	
Able to work as an integrated part of the wider Commercial Team, being supportive of colleagues and management.	I	E	
Ability to use a range of IT applications and manage and interpret data	I	E	
Ability to take a leading role in effectively communicating both verbally and in writing, negotiating and influencing at an advanced level.	I	E	
Enthusiastic with a team approach	I	E	

*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.