

## JOB DESCRIPTION & PERSON SPECIFICATION

**Director Area:** Resources

**Job Ref Number:** 04103

**Service Area:** Commercial

**Grade:** SLC

**Job Title:** Head of Commercial (Infrastructure)

### **PURPOSE OF JOB:**

This role sits within the LCC commercial team within its Resources Directorate, who provide a commercial service to LCC directorates as well as its partner organisations. The team is responsible for the commercial strategy, commercial policy and processes, commercial delivery and contract and supplier management and plays a fundamental role in the operation of LCC and its partner organisations.

This is a significant commercial leadership position and will be required to lead and oversee all activity in scope of infrastructure areas of spend. It includes leading on and delivering innovative commercial and contractual approaches; contributing to the shaping, planning, design and delivery of new commissioned services; contributing to the redesign of existing services; overseeing all procurement exercises and negotiations; contract and supplier management and performance management. It will also include supporting Council wide commercial arrangements such as commercial companies as well as supporting commercial arrangements which support business development and income opportunities.

This role will involve being a lead negotiator and have oversight of a large number of Council contracts and arrangements covering a range of areas of spend and specialist areas, supporting a large range of service areas across the Council and partner organisations. The role will need to ensure that the basis on which the Council contracts is appropriate, in particular balancing the transfer of commercial risk to secure competition and value for money affordable services whilst protecting the Council from excess risk.

The role will provide leadership and management to the team(s) in the delivery of:

- Appropriate commissioning and procurement strategies, options appraisals and deliver model assessment, robust processes and documents including evaluation methodologies
- Innovative and appropriate commercial and contractual approaches
- Efficient and effective contract management for Council contracts
- Effective risk management
- Appropriate supply chain, relationship and market management
- Effective supplier performance management
- Strategic and operational procurement services to the District Councils and other partners
- Delivery of value for money and efficiency savings

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.

TEAM STRUCTURE:	
<pre> graph TD     AD[Assistant Director – Commercial] --- HCS[Head of Commercial Services (Infrastructure)]     AD --- HCS_P[Head of Commercial Services (People)]     HCS --- CL[Category Leads x 3]     HCS --- CM[Commissioning Manager]     HCS --- SPCO[Senior Procurement and Commercial Officer] </pre>	
MAIN DUTIES:	
1.	Lead the development and implementation of the Council's commercial and contract management strategies for services falling within Infrastructure categories of spend. Oversee all commercial activity in category and ensure best practice is followed.
2.	Responsible for the planning, co-ordination and leadership of groups of employees supporting commissioning and commercial activity across a range of functions and partners.
3.	Responsible for the supervision of staff and or external consultants from multiple disciplines as requested and as appropriate often working on high value and/or complex commercial projects/programmes led or supported by the postholder.
4.	Responsible for developing new approaches to commissioning services to ensure that old approaches are challenged and new approaches deliver cost reductions with service improvement where possible. This will include creative approaches to and engagement with the appropriate possible service providers or partners, developing the range of providers where this is necessary or beneficial. This will also require creative approaches to establishing appropriate service bundling, service levels, performance measurement, commercial terms and contract management to deliver optimum value for money.
5.	Understand, stimulate, engage and manage the market from a strategic aspect, developing and maintaining relationships with service users, stakeholders, partners and potential suppliers and provider.

6.	To work with colleagues across the Council and other partners to develop commercial options, procurement, contract and performance monitoring arrangements.
7.	To lead on (or support where appropriate) negotiations to commission services with providers in relation to price and other commercial terms and service requirements to meet local needs and establish appropriate contracts that deliver specific objectives and outcomes ensuring a robust and cost effective contracting function through transparent quality assurance for both in house and external provision which is person centred, represents value for money and contributes to outcomes.
8.	Ensure the delivery of an efficient and effective contract management function for specified priority contracts on behalf of the Council and its partners.
9.	Develop effective supplier performance management methodologies and approaches through the use for example of performance indicators, price performance mechanisms
10	Contribute and/or lead in the development and implementation of service strategies and delivery plans to meet the Council's targets and objectives.
11	Deliver consistency of strategic contract management and procurement approach in LCC (and on behalf of partner agencies) providing assurance that quality standards are maintained and best practice is adopted.
12	Continuously look for synergies and efficiency savings
13	To take personal responsibility for contributing to 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
14	To look to continuously improve services in area of responsibility, identifying where possible, value for money savings and managing within allocated budgets
15	Provide strategic direction to a multi-professional staff group to ensure that all activity supports the Council's key objectives and is underpinned with robust governance and risk management whilst complying with all legislation and regulations
16	To be accountable for the assessment of risk and the development of appropriate responses to individual situations and overall business effectiveness and continuity
17	Ensure that Procurement, Contract Management is understood and apply sound commercial and financial principles to the procurement and contract management processes, and demonstrate an excellent working knowledge of issues arising in the commissioning context.

## PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
<b>Qualifications</b>			
To be MCIPS qualified or equivalent and have a detailed understanding and experience of public procurement legislation.	A	x	
<b>Experience</b>			
Significant previous leadership experience in commercial role.	A & I	X	
Significant senior leadership experience with large, complex organisations and a track record of delivering public services.	A & I	X	
Experience of creating and delivering innovative procurement and contract management solutions.	A & I	X	
Demonstrable experience of effective contract and relationship management.	A and I	x	
Substantial experience of <ul style="list-style-type: none"> <li>- Negotiation and delivering complex and high value procurement and processes</li> <li>- Commercial and contractual arrangements across the Public Sector.</li> <li>- Negotiating contract and commercial terms/arrangements on high risk contracts and resolving disputes.</li> </ul>	A & I	x	
Demonstrate expert commercial judgement and a strong track record of <ul style="list-style-type: none"> <li>• identifying, developing and delivering opportunities for commercial development</li> <li>• identifying, mitigating and managing substantial risk.</li> <li>• robust decision making balancing risk and commercial outcomes.</li> <li>• transformational commercial change</li> </ul>	A & I	x	
Demonstrable experience of achievement of value for money for customers with a strong focus on maximising a return from available resources.	A & I	x	

Detailed knowledge and experience of strategic procurement and contract management.	A & I	x	
Experience of analysing and summarising contract requirements for key stakeholders	A & I	x	
Evidence of leading and working in multi-disciplinary professional teams and programme teams in a constantly changing environment and experience of staff management.	A & I	x	
Extensive knowledge and understanding of return on investment models, market analysis, bench marking, supplier development, supply chain management, and market management.	I	x	
<b>Knowledge and Skills</b>			
Demonstrable experience of undertaking work of a complex and diverse nature which necessitates knowledge and skills at an advanced level in a number of specialist disciplines including law, finance, procurement, commercial negotiation, management, procedural matters and complex data analysis.	A & I	x	
<p>The postholder will also be expected to have:</p> <ul style="list-style-type: none"> <li>• Excellent presentation, written and verbal communication skills</li> <li>• Excellent interpersonal skills allowing the post-holder to operate at the most senior level within the council and partner organisations including Executive Councillors and CLT</li> <li>• Excellent understanding of financial and HR systems and the proven ability to manage a substantial budget</li> <li>• The ability to quickly establish strong positive relationships across multiple organisations at all levels, including elected members</li> <li>• The ability to influence others effectively</li> <li>• The ability to establish credible relationships across partner and other external organisations that command professional confidence</li> </ul>	A & I	x	

<ul style="list-style-type: none"> <li>The ability to demonstrate effective motivational leadership and vision to staff at all levels including a positive attitude to change in order to develop and maintain services in a constantly changing environment</li> </ul>			
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\*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.