

## COMMERCIAL PROCUREMENT ANALYST

Range: HEO / SEO

Salary: £32,905 to £38,580

Location: Based in London

### Job Description

#### About the team

This is an exciting time to be joining the Cabinet Office & HM Treasury Commercial Team. We are attracting increasing levels of investment to help shape the commercial landscape at the heart of government. Achieving effective outcomes and building commercial acumen across two key departments to support key policy issues. We are instrumental in developing and strengthening capability to embed a culture of commercial excellence supporting key operational and policy objectives. We work in partnership with all areas of the business and are a key influencer on strategic decisions. Setting a direction of travel that is sustainable, embraces innovation, and ultimately delivers the greatest value.

#### Key Accountabilities

The jobholder will play a key role in supporting the Director to deliver their vision of a high performing commercial directorate enhancing operational and policy delivery while securing value for money. You will develop, maintain and manage both departmental commercial pipelines. You will strengthen management information and enhanced reporting through regular engagement with key stakeholders in business units. This will involve reviewing all procurement activity. Including assessing the performance of contracts and advising senior managers on the health of their commercial activity.

- Engage with business units to determine potential future commercial activity. Analysing the health of contracts, particularly regarding high value, high risk and high complexity items
- Track commercial delivery and provide analysis of when required services need to be procured
- Engage with Crown Commercial Service (CCS) on commercial pipeline to ensure procurements are successfully managed and delivered
- Embed good practice across business units regarding planning effectively for future commercial activity
- Provide clear management information to inform current and future resourcing of commercial delivery
- Provide analysis to ensure all commercial and business options are explored when contracts are going to be re-procured. Reducing the need for unwarranted contract extensions as appropriate by improved planning
- Analyse pipeline information to identify potential trends and to manage and mitigate procurement and contract risk
- Prepare business reports for senior managers, including responsibility for data presented to senior Boards of Management (including Operations and Investment Committees)
- Raise awareness of future opportunities. Providing analysis on whether competitive markets exist

#### Required Behaviours, Experience and Technical Skills:

We are seeking an individual with strong commercial awareness and the ability to engage confidently with stakeholders on procurement approaches, particularly regarding the management and health of

contracts. They will have a methodical and logical approach to analysing, modelling and evaluating data to make effective decisions.

The jobholder will be required to have the ability to quickly establish effective relationships with and influence a range of stakeholders who have different perspectives. This will involve being able to communicate complex commercial issues clearly and effectively both in writing and in person. They will also be able to retain focus on the top priorities and ensure that results are achieved on time, whilst still enabling innovation.

We are seeking someone who is able to utilise Microsoft Office skills, particularly Excel, to deliver effective outcomes. Holding MCIPS or other relevant procurement or commercial qualification is desirable