

COMMERCIAL MANAGER RECRUITMENT

**Range: HEO / SEO
London**

Salary: £32,905 to £38,580

Location: Based in

JOB DESCRIPTION

Summary

This is a unique opportunity to work across two of Government's most central departments, delivering in a complex and varied commercial setting. You will work across the Cabinet Office and HM Treasury Commercial Directorate leading and overseeing the implementation of strategies to keep the team working effectively and efficiently. You will work closely with the Commercial Director and help support them to develop and deliver a commercial operating model that creates greater efficiency, resilience, and consistency of approach across both Departments, and that embeds a stable and effective platform enabling delivery of a long term commercial strategy for the Directorate.

About the Team

This is an exciting time to be joining Cabinet Office & HM Treasury (COHMT) Commercial. The team is attracting increasing levels of investment to help shape the commercial landscape at the heart of government, to achieve effective commercial outcomes and to build commercial acumen across two key departments that work on some of the UK's most important policy issues. The team is instrumental in developing and strengthening capability to embed a culture of commercial excellence supporting key operational and policy objectives. It works in partnership with all areas of the business and is a key influencer on strategic decisions, setting a direction of travel that is sustainable, embraces innovation, and ultimately delivers the greatest value.

Job Description

You will play a key role in supporting the Director to deliver their vision of a highly functioning commercial directorate that enhances operational and policy delivery. You will be instrumental in the development and management of all commercial activity across the two departments through all stages of the procurement lifecycle. You will act as a trusted business partner, supporting commercial decision making and driving value for money.

Responsibilities & Duties

Key responsibilities will include:

- Management and oversight of the relationship with Crown Commercial Service (CCS), so that Cabinet Office & HM Treasury can effectively and efficiently procure the goods and services it requires and has access to other related commercial services;
- Leading on the governance activity with the management of CCS, including but not limited to monitoring compliance of the delivery of services in line with the new

Services Agreement, developing a collaborative relationship with key CCS contacts, and providing secretariat for regular strategic business review meetings;

- Providing front line commercial advice and bringing to bear the services of CCS to meet departmental requirements, involving identifying and resolving a range of commercial issues;
- Support the development of departmental commercial capability by taking a lead on discrete projects and championing new initiatives with colleagues and stakeholders on commercial best practice;
- Effective management of central departmental corporate contracts, in line with Government Contract Management Professional Standards;
- Raise awareness and understanding of policy through procurement initiatives – e.g. SMEs; Social Value; Modern Slavery; Sustainability; Compliance; Transparency;
- Providing support and training for the users
- Assess commercial data for both accuracy and audit purposes and provide input to management reports and other requests for information (including drafting responses to Parliamentary Questions and Freedom of Information requests);
- Managing departmental spend controls process and approvals.

Qualifications & Skills

The candidate will be expected to demonstrate the following experience and behaviours:

Essential:

- Experience in a commercial and/or contract management role where you have demonstrated an analytical approach, good problem-solving and strong negotiation skills;
- Understanding of commercial, contract and supplier relationship management techniques and demonstrable experience of applying them in practice;
- Demonstrable experience of managing the delivery of multiple activities in parallel within a fast-paced environment;
- Understanding and application of governance and approvals;
- Experience of building and managing effective relationships with customers, suppliers and senior internal stakeholders
- Excellent verbal and written communication skills;
- Pro-active and forward thinking

Desirable

- Experience / knowledge of procurement practices in the public sector
- Holding IACCM/MCIPS or other relevant procurement or commercial qualification
- Proficiency with Excel

Sift Criteria

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 and management of supplier performance. They will be able to demonstrate an ability to shape and influence commercial activity and achieve effective commercial outcomes that will deliver value for money and help develop capability across 2 key government departments.

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.

Skills Profile

Behaviours

Seeing the big picture	<input type="checkbox"/>
Changing and improving	<input checked="" type="checkbox"/>
Making effective decisions	<input checked="" type="checkbox"/>
Leadership	<input type="checkbox"/>
Communicating and influencing	<input checked="" type="checkbox"/>
Working together	<input checked="" type="checkbox"/>
Developing self and others	<input type="checkbox"/>
Managing a quality service	<input type="checkbox"/>
Delivering at pace	<input checked="" type="checkbox"/>