**Job Description**

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| Job Title: Senior Commercial Advisor |
| POSCODE: CCC2727 |
| Grade: P2 |

**Overall purpose of the job**

This role sits in the Council’s Procurement and Commercial Team and will play a key role in delivering the Council’s Commercial, Commissioning and Procurement Framework. Specifically, you will:

* Lead on Focused Reviews that both improve the Council’s commercial mindset and deliver financial savings.
* Support the development of a broad range of commercial approaches.
* Support the Council’s business planning process including by rigorous testing of business cases.

**Main accountabilities**

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

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|  | **Main accountabilities** |
|  | Change and innovation: support stakeholders across the organisation to identify commercial opportunities building a reputation as a commercial expert who positive challenges existing processes and ways of working by developing new delivery models. |
|  | Judgement and decision making: Using a broad range of qualitative and quantitative information to develop evidence based business solutions that challenge and inform key commercial decisions. |
|  | Commercial acumen: Use your own commercial skills and knowledge to develop commercial practice across the Council, improving the delivery of value for money and financial savings. |
|  | Delivery of outcomes: Use a range of commercial skills to deliver clear and measurable commercial outcomes that improve service delivery whilst ensuring value for money. |
|  | Stakeholder management: build and maintain effective working relationships with a wide range of internal and external colleagues and stakeholders. |
|  | Team working: support the Procurement and Commercial Team by communicating the vision, objectives and values of the team to wider Council. |
|  | Managing resources collaboratively: work with the team to identify priorities and establish the most effective deployment of resources to meet the delivery of agreed outcomes to time, cost and quality. |
|  | Governance: use your strong understanding of the Council’s governance structure to identify commercial risks and opportunities. |
| 10. | Demonstrate an awareness and understanding of equality, diversity and inclusion. |
| 11. | Ability to contribute to our commitment of becoming a Net Zero organisation by 2030. |
| 12. | **Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*  We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults.  We require you to understand and demonstrate this commitment. |

**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

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| **Qualifications Required** | **Subject** | **Essential/**  **Desirable** |
| Relevant degree, professional qualification or equivalent experience | Any relevant subject, for example change management, project management, transformation. | Essential |

Minimum levels of knowledge, skills and experience required for this job

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| --- | --- | --- |
| **Identify** | **Describe** | **Essential/**  **Desirable** |
| **Knowledge** |  |  |
| Commercial acumen | Develop and model commercial approaches to achieve better commercial outcomes. | Essential |
| Procurement cycle | Understanding of the whole procurement cycle and how the different stages work together. Preferably in the public sector. | Desirable |
| Change management | Knowledge of change management theory and its practical implementation | Essential |
| Performance management | Knowledge of how contracts and suppliers are performance managed, what works and what doesn’t and be able to offer practical advice | Essential |
| **Skills** |  |  |
| Information analysis and ability to draw conclusions and make recommendations | Ability to analyse a range of information sources to draw clear and well thought through conclusions and recommendations | Essential |
| Development of project management plans | Ability to develop SMART project management plans | Essential |
| Partnership working/stakeholder engagement | Ability to engage effectively with a range of partners and stakeholders | Essential |
| Research and benchmarking | Ability to research and benchmark an issue or area of delivery to inform project plans and other reports | Desirable |
| Communication skills | Ability to communicate effectively in writing and verbally with stakeholders at all levels of the organisation. | Essential |
| **Experience** | Give an idea of the type and level of experience required **do not** specify years of experience. |  |
| Delivery model analysis | Experience of using delivery model analysis to make recommendation to stakeholders | Essential |
| Public sector commissioning and contract management | Public sector experience of commissioning and contract management cycles either directly or working closely with colleagues in those roles | Desirable |
| Commercial advice, support and guidance. | Significant experience of providing commercial support to a range of colleagues at different levels within an organisation | Essential |
| Equality, Diversity and Inclusion (applies to all roles). | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role. | Essential |
| Net Zero (applies to all roles). | Ability to contribute towards our commitment of becoming a net zero organisation. | Essential |

**Disclosure level**

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| What disclosure level is required for this post? | **None** | Standard |
| Enhanced | Enhanced with barred list checks |

**Work type**

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| --- | --- | --- | --- | --- | --- |
| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | Fixed | **Hybrid** | Field | Remote | Mobile |