

## **About the Department**

MOJ is one of the largest government departments, employing around 70,000 people (including those in the Probation Service), with a budget of approximately £9 billion. Each year, millions of people use our services across the UK - including at 500 courts and tribunals, and 133 prisons in England and Wales.

## **What we do**

We work to protect the public and reduce reoffending, and to provide a more effective, transparent and responsive criminal justice system for victims and the public. We are also responsible for the following parts of the justice system:

- courts
- prisons
- probation services
- attendance centres

We also work in partnership with other government departments and agencies to reform the criminal justice system, to serve the public and support the victims of crime. We are also responsible for making new laws, strengthening democracy, and safeguarding human rights.

## **Priorities**

- A prison and probation service that reforms offenders
- A modern courts and justice system
- A Global Britain that promotes the rule of law
- A transformed department that is simpler, smarter and more unified

Further information can be found at <https://www.gov.uk/government/organisations/ministry-of-justice>

## **JOB PROFILE**

### **Job Title / Group / Directorate**

Commercial Manager

### **Reports To**

Chantelle Harrison

### **Location & Terms of appointment**

This is a permanent post based in London (10 South Colonnade); Leeds (5 Wellington Place); Manchester Civil Justice Centre; Liverpool; Nottingham; Birmingham; Newcastle or National (Notional base at nearest MOJ site to individual's home). For locations other than London, Leeds or Manchester, the contractual location is a notional one and it is expected that the individual will be working from home almost exclusively. For all other locations, remote and flexible working arrangements are available and subject to agreement with your line manager.

### **Salary and Grade**

This post is Band B.

New entrants to the Civil Service will be expected to join on the minimum of the pay range.

Existing Civil Servants will have their salary calculated in accordance with the Department's pay on transfer / pay on promotion rules.

### **Background**

CCMD is organised into category teams, each with an interesting portfolio of contracts and diverse customers and suppliers to manage. We also have systems, programme management office, supplier relationship and risk management teams who work across all areas.

### **Role Purpose**

The candidate will be responsible for managing a portfolio of contracts, which may cover one or more of the following contracts: Language Services, Publications, Court Reporting and Transcription and Financial Transaction Processing. This will involve managing the end to end commercial lifecycle, including defining requirements, procurement and contract management.

### **Main Activities / Responsibilities**

The job holder will be required to undertake the following duties and responsibilities:

- Analysing the market, spend and performance data and presenting this to support commercial activity and reporting requirements.
- Leading contract implementation and management activity, working closely with stakeholders to deliver mobilisation, performance management, contract variation, negotiation and exit activity.

- Strategy development at contract level, using business acumen and market insight to drive commercial opportunities to deliver continuous improvement, value for money and/or savings.
- Leading on collaborative commercial opportunities, working with other government departments.
- Supporting the Senior Commercial Manager and leading on activities which support the development of category management procedures, tools and ways of working.
- Ensuring compliance with governance, legislative and policy requirements as appropriate.

### **Person Specification:**

The post holder must be keen to learn and able to demonstrate experience in the following areas:

#### Essential Criteria:

- A proven track-record delivering contract management and/or procurement in a commercial environment
- Strong business acumen and ability to show evidence-based decision making
- Excellent communication (written and oral) and influencing skills
- Excellent stakeholder management skills
- Relevant commercial experience

#### Desirable Criteria:

- Awareness of public sector procurement legislation including EU Rules and UK interpretations
- The ability to drive improved outcomes by influencing and developing the market

#### Qualifications:

- Candidates must demonstrate a willingness to work towards gaining an appropriate qualification (eg. CIPS, IACCM or similar).

### Selection Process

#### Initial Sift:

Your application will be assessed against

- The essential criteria listed above
- Experience in dealing with conflicting priorities
- Your examples provided for the behaviour “Working Together”

#### Interview

You will be assessed against past examples of when you’ve demonstrated the following behaviours to the level of this role:

1. Working Together

2. Communicating and Influencing
3. Developing Self and Others
4. Managing a Quality Service

Please see Civil Service Success Profiles for more details: [Success Profiles - Civil Service Behaviours \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/success-profiles)

You will be assessed against these technical skills during the interview process by exploring hypothetical scenarios to test your knowledge and ability:

1. Dealing with multiple requirements
2. Dealing with conflicting priorities