



Job Description

Job Title: Assistant Commercial Manager (Sourcing)
Grade: **Band C (Higher Executive Officer)**
Reporting to: Commercial Manager
Pay Range: The national salary range is £31,265 - £34,446, London salary range is £35,405 - £39,000. Your salary will be dependent on your base location.

Job Location: Leeds, London or Manchester
Status: Permanent
No of Posts: 1

About the Department

The Ministry of Justice (MoJ) is a major government department, at the heart of the justice system. Responsible for courts, prisons and probation services, we work to ensure sentences are served and offenders are given rehabilitation opportunities to become law-abiding citizens.

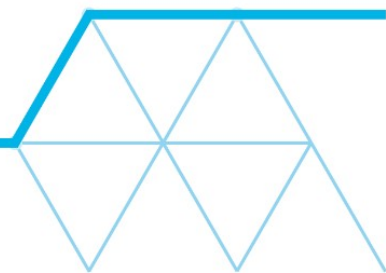
The Ministry of Justice (MoJ) has one of the largest and most complex spend profiles in central government. The Commercial and Contract Management Directorate (CCMD) is responsible for coordinating procurement and contract management across the MoJ, its agencies and non-departmental public bodies.

The MoJ spends £3.5bn a year and manages over 1000 active contracts, all of which are sourced and managed by CCMD. We are running some of the most groundbreaking programmes such as Prison Reform and Her Majesty's Courts and Tribunal Service Reform. The scope of our contracts ranges from building, maintenance and the operation of Prisons, Courts and Young Offender establishments through to food for prison dogs. The directorate also buys and manages contracts for feeding up to 80,000 prisoners, the secure escorting of prisoners from numerous establishments based around the country and translation services.

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.

Scope

The Probation Services Sourcing team within the Ministry of Justice's Commercial & Contract Management Directorate – part of the Government Commercial Function – lead on the procurements



of all outsourced probation services, from market engagement right up until mobilisation. To enable us to commission rehabilitation services across 14 categories (and more) we have established the largest dynamic purchasing system in the public sector and put in place a grants scheme.

As an Assistant Commercial Manager, you will provide support to the Commercial Manager on high-value procurements, working with a wide and diverse set of stakeholders and taking the lead on less complex requirements. Working within a fast-paced environment, you will take ownership of a range of commercial activities, bringing new ideas to help shape the way the team works to promoting continuous improvement, collaboration and knowledge sharing. This role is an excellent opportunity to develop your commercial skillset in a high-profile environment that aims to reduce reoffending in our society.

Responsibilities

Key responsibilities include:

- Supplier management within the Dynamic Framework and the Probation Grants Application Portal
- Market analysis and engagement
- Work with core business stakeholders to support the development of sourcing requirements
- Supporting the developing of procurement strategies within the Light Tough Regime
- Comprehensive drafting of commercial documents, including Invitation to Tenders (ITTs) and Call-Off Contracts
- Managing low-value competition exercises through the MoJ eSourcing portal
- Drive continuous improvements in the way we commission probation services
- Ensuring compliance with legislative and policy requirements by providing sound commercial advice to stakeholders
- Possible line management responsibilities

Experience

Your application must demonstrate experience in the following areas:

Essential:

- Experience working in a commercial environment, either in procurement or contract management
- Evidence of working collaboratively to drive decisions and deliver on timely outcomes
- Evidence of delivering to deadlines in a fast paced and ever-changing environment with conflicting priorities
- Evidence of strong written and verbal communication skills
- Evidence of bringing new ideas to drive continuous improvement

Desirable:

- Knowledge or experience of Dynamic Purchasing Systems
- Knowledge or experience of Grants

- Understanding of Probation Services in England and Wales.
 - CIPS Qualification (or desire to work towards one)
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Assessment

We will assess your suitability for this role against the Government's published Success Profiles. For this role these are:

- Behavioural
 - o Seeing the Bigger Picture
 - o Changing and Improving
 - o Working Together
 - o Communicating and Influencing
- Experience & Technical
 - o CV
 - o Statement of Suitability
 - o Technical Presentation

An initial sift will be performed on your Statement of Suitability and CV against the essential criteria listed above. In the event of a high volume of applications, the Statement of Suitability will solely be used to identify evidence of the essential criteria.

If successful, you'll be invited to an online interview where you'll give a presentation on a set topic to a senior stakeholder followed by interview questions based on the behavioural profile above.

Technical Skills

Technical skills will be assessed during a presentation you will be asked to give at the interview stage these include:

- Procurement

Areas of experience that we'll assess during the selection process may include:

- Evidence of having worked in a commercial environment in either a category, sourcing, or contract management role.