

# Job Description

**Job title:** Commercial Manager

**Grade:** Band B / SEO

**Job Location:** 5 Wellington Place, Leeds

## About the Role

The Ministry of Justice 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 Commercial and Contract Management Directorate manages over 1000 active contracts, spends £3.5bn a year and is crucial to the successful delivery of prison and court reform programmes. It provides procurement and contract management activities across a wide range of categories, ensuring value for money agreements are in place for wider MoJ staff to source goods and services from.

We have an exciting opportunity for two Commercial Managers to join our HMCTS category team. This team is responsible for full end to end category management of a number of service based contracts to support Her Majesty's Courts and Tribunal Service, including Language Services, Legal Publications and Approved Enforcement Agencies. The role available is for a specific piece of work and as such is based on a fixed term contract for 12 – 15 months.

## The Role

This role is responsible for contract and supplier management across a number of service agreements supporting courts and the Judiciary plus leadership of some sourcing activity of legal publications. This role will report into the Senior Commercial Manager for the category.

As a Commercial Manager you will be proactively managing the contracts in collaboration with the Ministry's operational contract management teams. This will involve building market knowledge to identify opportunities for savings and innovation, managing commercial risk and exposure and increasing value for money. Working within a fast-paced environment, you will bring excellent communication and organisational skills to ensure contracts are working effectively to meet business needs and stakeholder relationships are managed appropriately.

## Key Responsibilities

- Strategy development at contract level (sourcing and contract management), using business acumen and market insight to drive commercial opportunities to deliver continuous improvement, value for money and/or savings
- Embedding Cabinet Office's Supplier Relationship Management (SRM) approach at contract level
- Analysing market, spend and performance data and presenting this to support commercial activity and reporting requirements
- Leading on collaborative commercial opportunities, working with other government departments both in our region and nationally
- Leading conflict and issue resolution with suppliers and stakeholders, seeking support from the Senior Commercial Manager where appropriate



## Person Specification

### Essential

- A proven track-record working in a similar commercial environment in either a category, sourcing, contract or supplier relationship management role
- Ownership of tasks/projects from initial stages through to completion
- Application of public sector procurement legislation

### Desirable

- Application of public sector procurement legislation in a central government setting
- Working knowledge of Procurement Systems, e.g. Oracle and/or Bravo
- Experience in monitoring supplier financial health, making use of mechanisms such as open-book contract management

### Qualifications

#### Essential

- MCIPS or IACCM qualification or relevant industry experience and a willingness to work towards gaining qualification

### Behaviours

The Civil Service Competency Framework sets out standard skills, knowledge and behaviours that all civil servants are expected to meet. You will be required to provide evidence of the following competencies at level 3:

- Leading and Communicating
  - Communicates with confidence in both written and verbal forms with a straightforward, honest and engaging manner
- Collaborating and Partnering
  - Builds productive relationships with key stakeholders and deals with conflict in a calm and constructive manner
- Achieving Commercial Outcomes
  - Identifies, and works with delivery partners to deliver, alternative ways of working, gathering evidence to ensure that more efficient outcomes can be delivered balancing cost and quality

Please note, the salary for Leeds (National) is:

National: £33,586 - £44,435

New recruits to the Civil Service joining MoJ are expected to join at the band minimum.

