

# Job Description

**Job title:** Sourcing 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 a Commercial Manager 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 and as such is based on a fixed term contract for 12 – 15 months.

## The Role

As part of a sourcing team of 4, this role will contribute to the delivery of a high-profile re-procurement project with key responsibilities including; leading workshops with stakeholders to verify requirements, tender criteria and preparation of mobilization and transition. This role will report into the Senior Sourcing Lead for the category.

## Key Responsibilities

- Undertake pre-market engagement and associated analysis to support solution options for the procurement
- Business engagement to design and implement performance management regimes, including KPI development and associated assurance protocols
- Development of tender evaluation methodology options with associated scenario modelling
- Design and production of full suite of tender documentation and contract schedules
- Manage evaluation process including support of training and guidance for evaluation and moderation, documentation of award recommendations

## Person Specification

### Essential

- A proven track-record working in a similar commercial environment delivering sourcing projects
- 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 of close business engagement to draw out requirements to inform procurement

### **Qualifications**

#### **Essential**

- MCIPS or IACCM qualification or relevant industry experience

### **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.

