

Senior Commercial Officer

What we value at Westminster

Westminster City Council believes in creating a City for All where people are born into a supportive and safe environment, grow and learn throughout their lives, build fantastic careers in world-leading industries, have access to high quality, affordable homes and retire into the community with dignity and pride.

We work together to adapt to the changing needs of our communities – resulting in a dynamic atmosphere where ambition, diversity and creativity are celebrated.

Our culture

At Westminster we have a culture of openness, transparency and integrity – where everyone has the opportunity to thrive and develop to be the very best.

The Westminster Way is the council’s commitment to our staff and is underpinned by three pillars:

- **Personal development: Everyone has talent.**
We want everyone to thrive at Westminster and so we take the time to nurture talent – coaching and mentoring our people to be the very best.
- **Value our people and diversity: Everyone is valued.**
We embrace our differences, to bring new perspectives to the future challenges of our city.
- **The Westminster Way of working: Everyone is a leader.**
At Westminster we encourage everyone to develop themselves to have a growth mindset and an outward looking approach to provide the best service to our residents, businesses and visitors. We champion modern and agile working and an open and transparent outlook to the way we work.

In order to do the very best for our communities, we believe that our workforce should be representative of the people we work on behalf of, our residents. That’s why at Westminster we celebrate and embrace our differences.

We are passionate about creating a workplace where all can thrive, and where every single person has the opportunity to develop, grow and to be valued for their contribution.

Portfolio/responsibilities of this role

Working as part of the Council’s Procurement Service you will lead the delivery of significant and sometimes complex tenders or work as part of a team with others to support higher value/higher risk or innovative tenders.

This is one of several posts in the Procurement Service that work flexibly to support the commercial needs of the Council. You will be expected to demonstrate a high level of commercial knowledge and technical expertise perhaps in a specialist subject area.

	<p>Success will depend on your professional credibility across a range of stakeholders at all levels, including lead commissioners, senior managers, budget holders and others who are involved all stages of a tender process.</p> <p>You will be expected to be committed to your own professional development and good practice within the team.</p> <p>Specifically, you will:</p> <ul style="list-style-type: none"> • Lead medium value/risk tenders through all stages of the process from initiation (Gate 0) to contract mobilisation (Gate 4). • Provide commissioners or other clients with pragmatic and informed advice so that customer outcomes and value for money requirements met or exceeded; • Use specialist knowledge or expertise, e.g. supplier or market research or benchmarking to inform your procurement strategy; • Work collaboratively with legal and other subject matter experts to develop the form of contract, special terms and conditions, KPI's and where appropriate incentive or payment strategies; • Prepare a procurement strategy that describes your procurement findings and recommended approach; • Assess sustainability and social value and work to maximise beneficial impacts arising through the procurement; • Ensure that specifications and outcomes are expressed in a meaningful way that can be priced by the market; • Develop evaluation models to achieve the desired outcome and best value for money; • Ensure compliance with all legal and Council requirements and policies; • Prepare a tender evaluation report on completion of the tender exercise; • Support the mobilisation of the contract prior to handover at Gate 4. • Attend project/review board meetings as required; • Ensure effective communication and engagement with stakeholders and partners (including external suppliers); • Assess and manage the risk associated with each activity; • Keep up to date with relevant policy, best practice and legislative changes;
	<p>Budget Responsibilities</p> <p>Budget Responsibilities; No budgetary responsibilities. Tenders for contract values are typically between £100k - £5m.</p> <p>Staffing: No direct responsibility for staff but will work as part of a team to deliver specific projects. Management of stakeholder relationship at all levels and externally.</p>

	<p>Procurement: Tender values as above (typically managing 6 projects at any one time). Involvement in contract mobilisation, renewal, variation and termination activity.</p> <p>Other: See above, tenders may contain efficiency or savings targets.</p>																																
<p>What do we expect this role to achieve?</p>	<p>Design and management of tenders to a successful conclusion;</p> <p>Deliver the required service and commercial outcomes within agreed timescales;</p> <p>Enhance the reputation of the Procurement Service and the Council as a knowledgeable and astute commercial operator;</p> <p>Mitigate risk and compliance through adherence with local policies standards and PCR regulations;</p> <p>Enhance market and supplier knowledge capture and retention and support of continuous professional development;</p>																																
<p>Band/Salary range</p>	<p>Band 3</p>																																
<p>Work style</p>	<p>Agile</p>																																
<p>Your manager & team</p>	<p>The post holder reports to a Procurement Manager (PM-1).</p> <table border="1" data-bbox="486 1350 1436 1825"> <thead> <tr> <th>Role</th> <th>Band</th> <th>Posts</th> <th>Structure</th> </tr> </thead> <tbody> <tr> <td>Director</td> <td>6</td> <td>1</td> <td>Director of Commercial Partnerships</td> </tr> <tr> <td>Senior Commercial Manager/Business Partner Senior Procurement Manager</td> <td>5</td> <td>3</td> <td>GPH, CMG, ASC,CS,PH, SPM DEL, SPM PPS, SPM CM</td> </tr> <tr> <td>Senior Commercial Specialist</td> <td>4</td> <td>4</td> <td>SCS1, SCS2, SCS3, SCS4</td> </tr> <tr> <td>Commercial Manager T/S PM Policy Perf & Resp. Proc PM Systems Contract Manager</td> <td>4</td> <td>8</td> <td>CM x 8, PM PPS, PM RP, PM SYS, PMCM, PMCM</td> </tr> <tr> <td>Senior Commercial Officer T/S SPO Analyst SPO Systems SPO Customer & Supplier Man.</td> <td>3</td> <td>7</td> <td>SCO X 7, SPO SYS, SPOCSM, SPO Analyst x 2</td> </tr> <tr> <td>Commercial Officer T/S PO Contract Management PO Policy</td> <td>2</td> <td>2</td> <td>CO1 x 2, PO P&P, PO CM x 1</td> </tr> <tr> <td>Apprentice</td> <td>App.</td> <td>3</td> <td>App1, App2, App3</td> </tr> </tbody> </table> <p>Flexibly works with other team members working independently or with a number of direct reports working on specific projects. The post holder will work within a matrix style of management to influence/secure the input of other stakeholders and support services (particularly legal and finance)</p>	Role	Band	Posts	Structure	Director	6	1	Director of Commercial Partnerships	Senior Commercial Manager/Business Partner Senior Procurement Manager	5	3	GPH, CMG, ASC,CS,PH, SPM DEL, SPM PPS, SPM CM	Senior Commercial Specialist	4	4	SCS1, SCS2, SCS3, SCS4	Commercial Manager T/S PM Policy Perf & Resp. Proc PM Systems Contract Manager	4	8	CM x 8, PM PPS, PM RP, PM SYS, PMCM, PMCM	Senior Commercial Officer T/S SPO Analyst SPO Systems SPO Customer & Supplier Man.	3	7	SCO X 7, SPO SYS, SPOCSM, SPO Analyst x 2	Commercial Officer T/S PO Contract Management PO Policy	2	2	CO1 x 2, PO P&P, PO CM x 1	Apprentice	App.	3	App1, App2, App3
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<p>Experience</p>	<p>Worked in a procurement or commissioning environment;</p>																																

	<p>Translated often technical or commissioning needs and outcomes into specification and tender documents;</p> <p>Experience of managing tenders, some above the PCR threshold;</p> <p>Researched markets and suppliers and understand how to develop a tender to gain maximum value for money whilst managing risk;</p> <p>Evaluated the makeup of cost and used cost reduction techniques to improve value for money;</p> <p>Built and maintained productive relationships, including those with key stakeholders and external organisations;</p> <p>Worked in a structured or project-based environment;</p> <p>Worked independently or with others to deliver discreet projects;</p> <p>Developed and used stakeholder analysis to guide communication channels and content;</p> <p>Produced written and verbal summaries, including procurement strategies that have a strong and compelling narrative.</p>
<p>Skills & Behaviours</p>	<p>Key skills</p> <ul style="list-style-type: none"> • Proven delivery skills and experience of working to tight, pressurised deadlines in complex matrix managed organisations; • Knowledge of procurement regulations and a good understanding of PCRs and contract law, risk management and contract management; • An ability to compile a tender to achieve the desired outcomes and delivers best value for money and social value outcomes; • An ability to add value through expert knowledge; • Excellent written and verbal communication skills including report writing and the ability to simplify technical and complex information; • Good commercial skills, including negotiation, project management, benchmarking, financial awareness (e.g. financial ratios) and other business improvement techniques. <p>Key behaviours</p> <ul style="list-style-type: none"> • The ability to work effectively with people at all levels internally and externally; • Good commercial and cost awareness; • Customer focus and empathy and the ability to communicate appropriately; • The ability to challenge and influence effectively; • Emotional resilience; • Flexibility, creativity and self-motivation; Flexibility, creativity and self-motivation

	<p>Qualifications</p> <ul style="list-style-type: none"> • Literacy and numeracy evidenced by A levels. Grade A – C or equivalent. • This position is required to possess or be working towards a recognised professional qualification CIPS level 4 or above or related graduate level discipline or equivalent by experience.
<p>Corporate standards</p>	<p>Resources / Financial management We expect you to understand budgets, financial management and Governance relating to expenditure decisions and procurement and ensure that they are managed in line with the Westminster Way.</p> <p>Values and behaviours Our values and behaviours are at the heart of everything we do. We expect you to work in this Westminster Way empowering, engaging and encouraging your teammates to deliver our corporate vision.</p> <p>Compliance We expect you to ensure legal, regulatory and policy compliance in area of your specialism, identifying opportunities and risks and escalate/report where appropriate.</p> <p>Equality and diversity We value equality and diversity as a city council and we want you to support and promote this in your day to day work.</p>
<p>Additional values and behaviours for Managers</p>	<p>People and Service Management</p> <p>Role model the Westminster Way:</p> <ul style="list-style-type: none"> • Demonstrate inclusive leadership • Take the lead in driving initiatives • Be proactive in being forward and outward looking, by regularly investing in own development. <p>Driving forward performance by empowering staff to take the lead. Setting high standards, encouraging improvement and innovation. Supporting the team to achieve by adopting a coaching style of management</p> <p>Having regular employee led conversations to develop our people – creating a safe environment for learning, taking time to understand their strengths and motivations, stretching them and coaching them to achieve.</p> <p>Managing budgets responsibly – planning, monitoring and adapting budgets to respond to changing priorities.</p> <p>Delivering the Medium-Term Plan</p> <p>Working within the democratic framework - understanding the democratic process and its role in public organisations, anticipating Member needs and responding to their feedback.</p>