

## Commercial Officer

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**Department:** Chief Operating Office

**Division:** Commercial Services

**Reports to:** Commercial Lead

**JE Reference:** COO1023

**Grade:** 9

**JE Date:** 11/3/21

### Job purpose

To support the Head of Commercial, the Senior Commercial Lead and two Commercial Leads in the delivery of commercial advisory services across GoJ and to external parties to provide high quality and timely Commercial advice. The post will require effective collaboration across GoJ to deliver improved commercial strategies and maximising outcomes for GoJ and its service users

The post will assist in the transformation of how commercial services are delivered across GoJ, repositioning the service as a trusted, proactive commercial partner

### Job specific outcomes

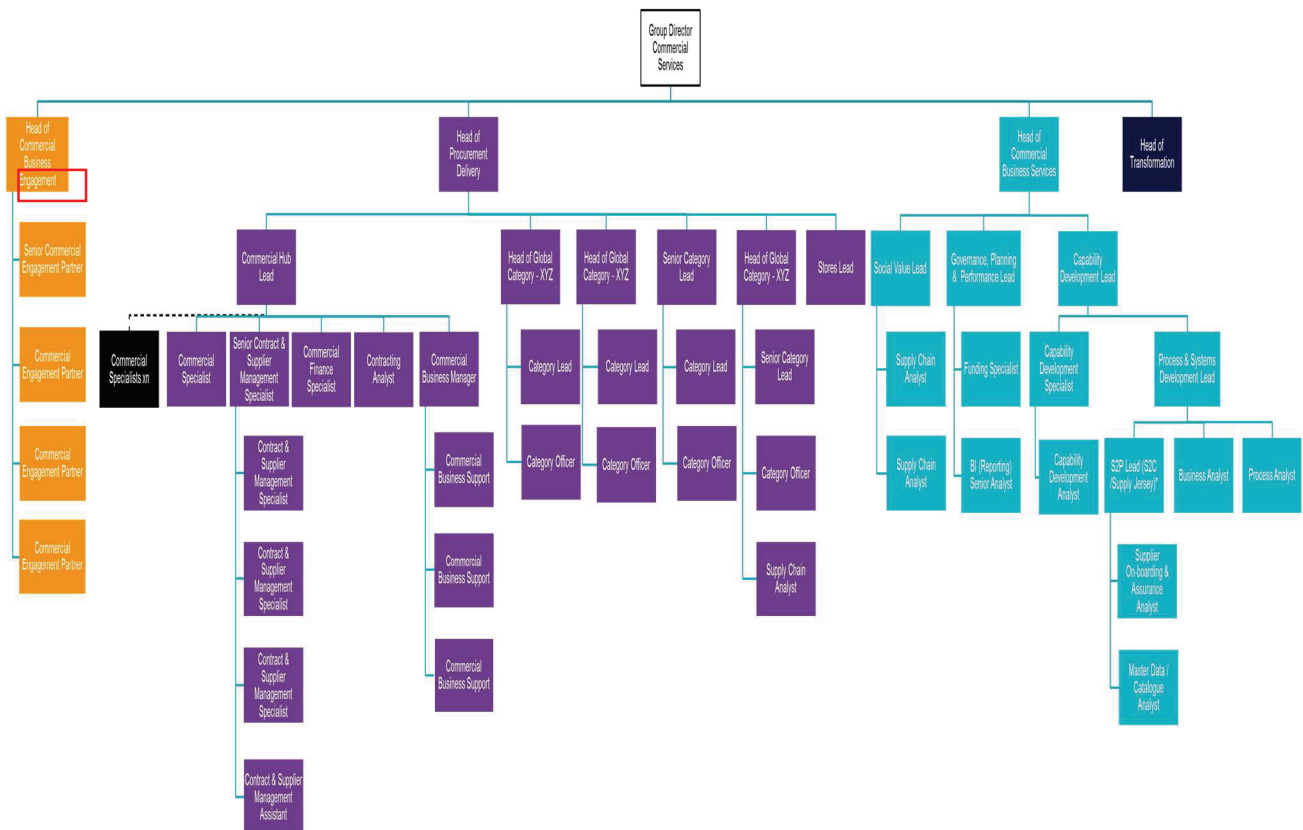
- Assist and support in the delivery of the Commercial Service engagement and advisory strategy. Working alongside senior colleagues to develop strong trusted relationships with stakeholders across the organisation at all levels. Assisting influencing stakeholders to foster a collaborative approach across the organisation and demonstrating the value of a 'One Team' approach. Helping to manage the commercial relationships between Commercial Services and its internal customers (e.g. departments, programmes, and projects) and influencing the right outcomes from commercial decisions
- Working with senior colleagues to support departments to develop fit for purpose commercial strategies that include innovative, progressive approaches to utilising resource to deliver better outcomes in the most efficient, effective, equitable and sustainable way. Working with the Commercial Services team to inform category plans that secure goods, services and capital projects that align to, and deliver department strategies and improved outcomes to Jersey and its residents
- Support in the provision of wide ranging commercial advice to departments to help the organisation meet service and customer requirements (pulling on commercial and category expertise as required) and, where possible, identifying opportunities to aggregate or standardise services and goods to produce efficiencies across the organisation. Working with the senior team to act as the change agent to encourage and foster cross-departmental working and collaboration; championing the 'One Government' approach
- Supporting the Commercial team in their work with the departments to deliver innovative service designs, commercial and contracting models and optioneering; assessing the delivery options and the best approach to implementation. Supporting departments to develop business cases for major projects and ensuring they consider all commercial options and implications

- With senior colleagues, acting as the point of contact and accountability for the delivery of agreed commercial activity for their stakeholder group. Whilst ensuring early engagement of Commercial Services in commercial activities, enabling commercial outcomes to be influenced and optimised and connecting customers to the commercial services operating model
- Supporting senior colleagues to act as change agents to influence behaviours and encourage GoJ to move towards progressive approaches to commercial and procurement solutions that maximise the impact and value of commercial decisions
- Working with senior colleagues to ensure commercial governance and policies are implemented, monitored and assured, and assisting in the creation and implementation of appropriate local governance and policies
- Any other duties as required by the line manager or Head of Department that are commensurate with the role and in support of the Government of Jersey

### Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

### Organisational structure



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	Relevant business degree and up to 2 years practical Commercial experience	
<b>Knowledge</b>	<p>Demonstrate an understanding of commercial functions in government and an interest in business in general</p> <p>Knowledge and experience of the value of designing and adopting progressive commercial and procurement practices that enable and enhance community wealth.</p> <p>Knowledge and experience of the benefits of developing and implementing strategic commercial and procurement strategies and best practices.</p> <p>Deep knowledge of Commercial frameworks and methodologies.</p>	<p>Understanding of the Jersey political landscape (how things get done)</p> <p>Understanding of the Government Plan</p> <p>An appreciation of the Team Jersey and One Government vision.</p>
<b>Technical / Work-based Skills</b>	<p>Ability to work as part of a small team to drive strategic stakeholder engagement, effective communication, demonstrate creativity in problem solving.</p> <p>Good analytical reasoning and data analysis to support insight led decision making. With the ability to interpret and present the information to positively influence decision makers across the organisation.</p>	
<b>General Skills/Attributes</b>	<p>Demonstrable business engagement skills, to help influence positive outcomes and the confidence to challenge</p> <p>Excellent ability to build strong credible relationships with stakeholders based on trust, reliability and constructive challenge with GoJ business owners, stakeholders and suppliers</p> <p>Demonstrates excellent capability and capacity for critical thinking and ability to apply this insight in a practical and engaging manner</p>	
<b>Experience</b>	<p>Experience of working within large commercial/procurement teams within large organisations. Achieving positive outcomes that contribute to the organisation's strategic objectives</p> <p>Demonstrable interest and enthusiasm in working across both commercial and financial roles</p> <p>Knows when to consult and seek advice</p>	

### Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities, attributes and behaviour indicators.