

## Capability Development Lead

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**Department:** Chief Operating Office

**Division:** Commercial Services

**Reports to:** Head of Commercial Business Services

**JE Ref:** COO521

**Grade:** CS13

**JE Date:** 05/10/2020

### Job purpose

Leads the commercial capability development agenda across GoJ, incorporating people, process, systems and data with a focus on increasing organisational commerciality as a whole

### Job specific outcomes

- Leads, manages and develops the S2P capability, optimising performance across source to contract and purchase to pay platforms, supplier on-boarding and master data / catalogue maintenance
- Directs the implementation of improvements to GoJ commercial systems, processes, toolkits and templates. Ensuring that any changes are embedded into Commercial training and updates are communicated promptly
- Leads the provision of Commercial input and direction to GoJ wide digital strategy development and implementation, including the development of a Commercial data strategy. Enhancing user experience and making it easy for the organisation to comply with governance and policies ultimately reducing the number of exemptions and breaches
- Champion the effective use of commercial systems and processes across GoJ to embed commercial practices and expertise
- Directs the development and implementation of GoJ Commercial Academy and people capability development framework. Targeted at enhancing stakeholders commercial awareness and acumen and nurturing commercial talent from within the organisation
- Leads the implementation of targeted development and training initiatives to increase commercial capability across a breadth of stakeholders across GoJ
- Leads the provision of Commercial input and direction to GoJ wide people development initiatives and implement relevant business wide programmes (e.g. Team Jersey interface)
- Ensures effective development, delivery and continuous improvement of training activities regarding S2P systems, commercial systems and process transformation. Identifying and addressing gaps in knowledge throughout the organisation

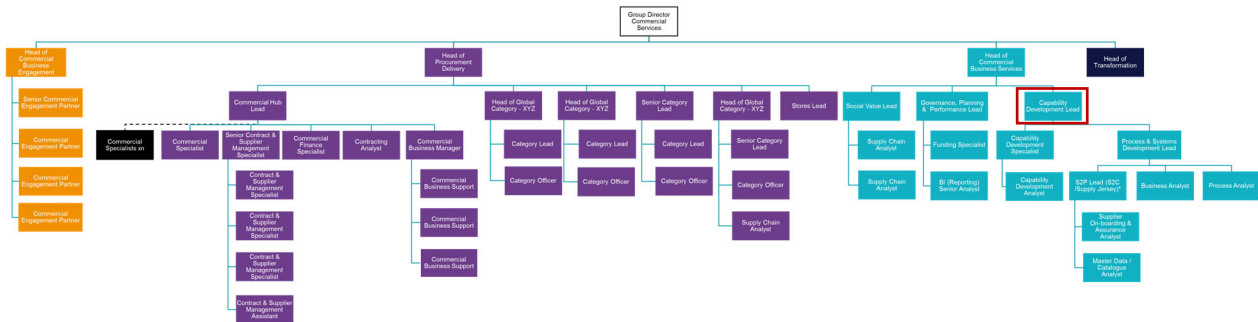
- Enhances social, environmental and economic sustainability awareness and capability across the organisation. Enabling the organisation proactively augment GoJ strategic objectives through third party agreements

## 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>	<p>Relevant business degree</p> <p>Up to 5 years equivalent experience</p> <p>CIPD qualified (or equivalent experience)</p>	
<b>Knowledge</b>	<p>Demonstrable knowledge of internal and external business engagement, board level stakeholder management and influence to drive improved ways of working</p> <p>Expert knowledge of constructing training programmes that target a breadth of learning styles and adopting technologies that support the development of learning programmes</p> <p>Good knowledge of commercial and procurement principles and best practices</p> <p>Demonstrable knowledge of commercial, procurement, supplier /partner relationship management and contract management. Knowledge of training a wide base of stakeholders on these subjects to be able to maximise the value of these frameworks</p> <p>Sound knowledge of best practice principles around; how public funds are allocated, managed and monitored; S2P systems and their application; system and process transformation, and; development and delivery of training programmes across large organisations</p> <p>Good knowledge of training market and how to maximise commercial relationships</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>

<p><b>Technical / Work-based Skills</b></p>	<p>Ability to bring together and articulate the broader business context and understanding of the strategic business priorities and objectives. Coaching others to ensure they are comfortable discussing these with strategic stakeholders across the organisation</p> <p>Ability to draw on a range of consulting skills to drive strategic stakeholder engagement, effective communication, demonstrate creativity in problem solving, develop and deliver compelling solutions and manage the people side of change</p> <p>Demonstrable ability to drive enhanced business outcomes and efficiencies through the continuous development, improvement and optimisation of commercial and procurement training programmes</p> <p>Excellent ability to develop and deliver compelling and engaging multi-channel training and people capability development interventions to drive improvements in GoJ wide commercial capability</p>	
<p><b>General Skills/Attributes</b></p>	<p>Demonstrable business and network engagement skills, with the presence to be a role model for other team members, influence positive outcomes and the confidence to challenge</p> <p>Demonstrates capability and capacity for critical thinking and ability to apply this insight in a practical and engaging manner</p> <p>Strong ability to influence and manage direct and matrix teams across the organisation and its wider network. Delivering successful projects on time that meet the needs of the organisation</p> <p>Demonstrable ability to forge dynamic alliances and successful, sustainable partnerships with other organisations that deliver value for customers</p>	
<p><b>Experience</b></p>	<p>Proven experience of delivering successful large scale, strategic projects for large, complex organisations and their networks</p> <p>Demonstrable experience of leading organisational learning and development programmes that result in enhanced commercial and procurement awareness and ability</p> <p>Experience of developing talent to deliver outcomes that improve service, value for money, social value, risk and innovation and establishes sustainable relationships</p>	

	<p>Demonstrable experience of driving commercial best practice and experience of delivering a customer focused approach to commercial procurement</p> <p>Shows a willingness to look for ideas or intelligence from outside the immediate engagement team, their business, and their industry</p>	
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### Core Accountabilities, Attributes and Behaviour Indicators

**Delete as appropriate:**

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 4 core accountabilities, attributes and behaviour indicators.