

Commercial Specialists Lead

Department: Treasury and Exchequer

Division: Commercial Services

Reports to: Head of Commercial

JE Reference: STE1016

Grade: 13

JE Date: 2/12/2021

Job purpose

Professional lead of a multi-disciplined commercial hub supporting departments, category leads, projects and programmes. This role will plan day to day Commercial SME operational activity and resources to meet agreed commitments coordinating internal and external resource to support programmes and projects for GoJ. In addition, The Commercial Hub Lead will be responsible for the delivery of Contract Management capability.

Job specific outcomes

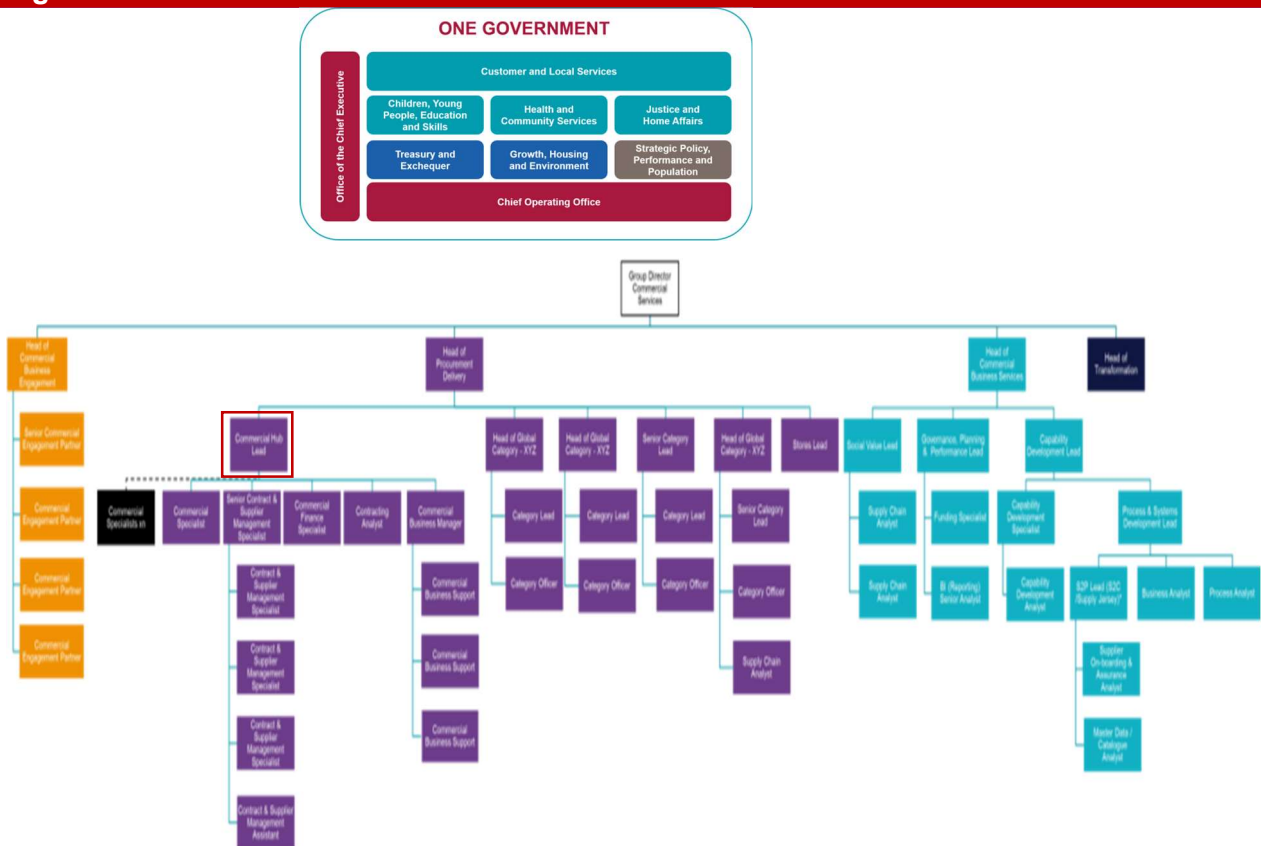
- Professional leadership of a multi-disciplined commercial hub supporting departments, category leads, projects and programmes. Day to day operational planning of Commercial SME activity and resources to meet agreed commitments coordinating internal and external resource to deliver specialist advice for GoJ
- Manages the Commercial Hub ensuring that the team's pipeline of work is delivered on time and to the right standard. Supporting the prioritisation of department requirements and liaising with stakeholders ensuring that they are informed of competing priorities, where appropriate, escalating prioritisation to the Leadership Team
- Champions compliance with all GoJ and Commercial policies, processes and technology.
- Actively champions the value of the Commercial Hub and embed Commercial practices and expertise through coaching and mentoring the service and business users to embed commercial, procurement and supplier management practices and expertise
- Builds the Commercial capability of the hub and optimises the mix of core and flex resources based on business needs. Responding to stakeholder requests and securing the right specialist resource for each project
- Reports on the Commercial Hub performance promptly, analysing trends and benchmarking the performance of the team about their goals. Seeking feedback to support improvements across Commercial Services and the organisation. Fostering a culture of continuous improvement and knowledge sharing
- Defines and implements the corporate contract management standard, balancing best practice with what is right in Jersey. Ensuring the adopted solution allows the organisation to achieve the right outcomes whilst managing risk across the supply chain and enabling the effective delivery of frontline services

- Provides specialist support for post-award contract management across the organisation, assuring that supplier governance, risk, performance & value meets the required standard. Act upon management information on aggregated contract performance, ensuring any identified risk is managed appropriately
- Provide leadership in the management of the on-going commercial and contractual relationship with key suppliers guide the development of improvement plans with suppliers, business stakeholders and procurement colleagues in conjunction with Category Managers and Service (Contract) Managers
- Oversees the resolution of commercial and contractual disputes and support Service (Contract) Managers in resolving operational issues/escalations as required.
- Coaching and mentoring the Commercial Services team and the business to increase expertise and capability whilst embedding the right contract management practices.
- 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
Qualifications	<p>Relevant business degree</p> <p>Up to 5 years equivalent experience</p>	
Knowledge	<p>Knowledge of planning methodologies and matching skillsets to diverse projects and programmes</p> <p>Knowledge of commercial and procurement principles and best practices</p> <p>Good knowledge of supplier /partner relationship and contract management and contract models that deliver value throughout the procurement lifecycle through implementation of relevant category strategies.</p> <p>Expert knowledge and understanding of delivering strategic projects and services on time to agreed objectives through applying project management skills to scope, manage, track and report projects</p> <p>Knowledge of overseeing complex strategic projects and coaching teams to meet deadlines whilst ensuring works completed to the highest standard within large organisations undergoing significant change programmes.</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>
Technical / Work-based Skills	<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>Excellent 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>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>	

<p>General Skills/Attributes</p>	<p>Demonstrable business engagement skills, with the presence to be a role model for other team members, influence positive outcomes and the confidence to challenge</p> <p>Excellent ability to build strong credible, trust based relationships with senior stakeholders and the confidence to constructive challenge 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> <p>Good ability to coach both direct teams and matrix teams across complex organisations to enhance commerciality and grow talent</p>	
<p>Experience</p>	<p>Significant demonstrable experience of leading and developing multi-disciplined commercial teams, enhancing the added value of the team</p> <p>Demonstrable experience of leading the implementation of new service lines within large, complex organisations. Developing and refining the service offering to meet organisational needs</p> <p>Significant demonstrable experience of organising and allocating resources within large commercial/procurement teams within large organisations (preferably within a commissioning environment) undergoing large-scale change</p> <p>Significant demonstrable experience of coaching staff to influence and maximise value from large, complex internal and external commercial relationships in complex businesses that are undergoing significant change programmes</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 1 to 3 core accountabilities, attributes and behaviour indicators.