**ROLE SPECIFIC CRITERIA**

This document needs to be read in conjunction with the role profile.

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| **Post Title:** | Commercial Officer  |
| **Role Profile Name:** | Procurement Officer II |
| **Role Profile No:** | RP212 |
| **Role Profile Cluster:** | Procurement |
| **Date:** | 27 December 2024 |
| **Specific Qualifications & Level:** |
| Educated to A level standard, ideally with a qualification in finance, procurement and/or supply chain management or equivalent experience.A qualification in finance such as ATT, procurement and/or supply chain management would be desirable.. |
| **Specific Knowledge & Experience**:  |
| A minimum of two years’ experience of formal tendering and contract management processes ideally in an IT service environment along with financial acumen and expertise is required.Excellent knowledge and experience of Microsoft Office and MS Teams |
| **Additional Duties Specific to this Role:** |
| 1. Support the Senior Commercial Officer in managing a programme of procurement and commissioning projects, preparing strategic and operational documents and managing the activities in compliance with Council Standing Orders relating to procurement and contract management activities;
2. Liaise with stakeholders and service delivery managers to monitor and record supplier performance against Service Level Agreements (SLAs), Key Performance Indicators (KPIs). Support the delivery of corrective action plans as required.
3. Contribute to the definition of contractual agreements and effective vendor management, including the Think Local suppliers, ensuring that agreed recording and reporting arrangements are adhered to, deliverables met and issues are resolved;
4. Identify relevant commercial and contractual risks including completion of the appropriate risk registers and escalation of risk as appropriate;
5. Ensure that procurement budgets are met and that savings targets attributed to those procurements are captured and realised as cashable savings, forecasting by year when the savings will occur which will be built into the 5 year IT budget plan;
6. For some procurements, project manage multi-disciplinary teams from across the Council to ensure financial and business concurrence of any IT procurement;
7. Develop the local supply chain in accordance with the Think Local Strategy so that a significant proportion of the IT budget is spent with local suppliers as part of frameworks that the post holder will establish with the Commercial Manager;
8. Liaise with IT Services technical teams and a range of Council departments including Legal Services, Procurement, and Finance to ensure that contract documentation is accurate and completed according to Council policies and procedures. At the higher grade this will involve working with Finance colleagues to develop complex and detailed financial forecasts for investment in IT Services over the course of the rolling 5 year budget plan;
9. Using data extracted from various sources, complete performance reports including input to the Council’s balanced scorecard reports as directed by the Senior Commercial Officer;
10. Contribute towards the identification and realisation of commercially viable opportunities for income generation and service development;
11. Contribute commercial and financial input into the development of business cases for investment in IT Services.
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| **DBS:** | **n/a** | **Basic** | **Enhanced** |
|  | X |  |  |
| **Politically Restricted:** |  |  | **No** |
| **Specify why (refer to guidance):** |  |
| **Any Other checks – please specify:** |  |
| **Driving Licence:** |  |  | **No** |
|  |
| **Standby/Callout:** |  |  | **No** |
|  |
| **Budget Responsibilities: No** |
|  |
| **Revenue Budget:** | **£:** | N/A |
| **Income Target:** | **£:** | N/A |
| **Expenditure:** | **£:** | N/A |