

SCOTLAND EXCEL

JOB OUTLINE

FUNCTION:		SECTION/TEAM:	
POST TITLE:	Commercial Lead	POST ID:	tbc
GRADE:	Grade 11	LOCATION:	As agreed
DELEGATED AUTHORITY	Financial: - No Contractual: - No	RESPONSIBILITY FOR STAFF	No
REPORTING TO:	Programme Manager		

ORGANISATION OVERVIEW:

Scotland Excel is the Centre of Procurement Expertise for local government in Scotland. Established in 2008, we are an award-winning non-profit shared service working in partnership with Scotland's 32 local authorities and other public sector stakeholders.

Our contract portfolio supports the delivery of a wide range of essential public services provided by councils, and includes contracts for social care, construction, roads, transport, environment, corporate, education and ICT. Designed to maximise the value of council spending through savings, efficiency and innovation, our contracts also facilitate national and local policy priorities, support the local economy, and generate additional social value for Scotland's communities.

Scotland Excel also provides assessment, change management and education services to help our stakeholders transform their procurement and commercial capability. We represent the sector at a national level on all matters relating to public procurement and lead the development and dissemination of good procurement practice.

PRINCIPAL ROLE:

- Assume ownership for developing and implementing process improvement initiatives to delivery greater efficiencies
- Responsible for review and analysis of established sourcing arrangements and implementing refined processes to realise the benefits of collaborative procurement
- Drive commercial excellence through the implementation of well-defined sourcing strategies
- Liaise with and positively influence key stakeholders in the procurement process to ensure optimum solutions are delivered
- Identify savings opportunities and implement innovative procurement strategies throughout the contract life cycle to ensure the delivery of efficiency, effectiveness and value to local authorities
- Implement robust performance reporting framework to monitor effectiveness of projects delivered
- Ensure compliance with standing orders, statutory provisions, EU directives, other relevant

Key tasks for which the postholder will be responsible:

- Assess key stakeholder needs in order to manage/develop contract solutions which ensure effective service delivery
- Support sustainable procurement policy and practice in the delivery of contracts to local authorities.
- Identify and develop new sources of supply for relevant commodities or services, conducting supplier appraisals as appropriate
- Lead stakeholder groups to develop and implement innovative procurement strategies, ensuring that key objectives and critical success factors are achieved
- Lead supplier visits in order to achieve effective contract delivery, providing development support where appropriate
- Conduct negotiations with suppliers in accordance with stakeholder policies and procedures, ensuring that key client groups are represented in an effective and professional manner
- Analysis of spend data to develop a clear understanding of contract development and enhancement opportunities
- Through effective use of management information, carry out analysis and management of price variation requests in support of local authority procurement objectives
- Develop, prepare and submit a range of reports required to monitor the performance and effectiveness of suppliers and contracts, recommending action plans for any areas of performance improvement to the Programme Manager
- Identify project deliverables and work with relevant staff to plan the resource and agree the implementation plan for the projects
- Undertake appropriate detailed research and analysis to support business cases and provide project recommendations
- Manage the closure of projects including the handover to the appropriate owner and undertaking a lessons learned review as appropriate
- Monitor developments in new procurement practices and techniques, including e-technologies
- Ensure that own work activities comply with Scotland Excel's commitment to health and safety regulations
- Responsible for implementing Scotland Excel's HR policy, procedures and practices
- Responsible for the direction, coordination, training & development of team members as appropriate, including providing areas of work and monitoring performance

This description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive and the job holder will be required to undertake other duties and responsibilities commensurate with the grade.