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| **SCOTLAND EXCEL**  **JOB OUTLINE** | | | |
| **FUNCTION:** | Strategic Procurement | **SECTION/TEAM:** | Government and Performance Management |
| **POST TITLE:** | Lead Commercial Analyst | **POST ID:** | New Role |
| **GRADE:** | 10 | **LOCATION:** | Renfrewshire House, Paisley |
| **DELEGATED AUTHORITY** | Financial: No  Contractual: No | **RESPONSIBILITY FOR STAFF** | No |
| **REPORTING TO:** | Governance and Performance Manager | | |

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| **ORGANISATIONAL OVERVIEW:** |
| Scotland Excel is the Centre of Procurement Expertise for the local government sector in Scotland.  Established in 2008, our remit is to work collaboratively with health and social care partnerships and local authorities in Scotland to raise procurement standards, secure best value for customers and to improve efficiency and effectiveness.  We are the lead shared service for public procurement in Scotland and as such must safeguard standards and policy development across our portfolio.  Scotland Excel develops and manages collaborative contracts for goods, works and services to meet a strategic requirement across our sector. We facilitate the development and sharing of best procurement practice and take an active role in ensuring that the needs of our sector are understood within the wider landscape of procurement reform.  Scotland Excel is a non-profit making organisation funded by Scotland’s 32 local authorities.  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 offers an award-winning learning and development programme, and provides a range of assessment, consultancy, and improvement services to help councils transform their procurement and commercial capability. |

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| **PRINCIPAL ROLE:** |
| The Lead Commercial Analyst will develop the approach for future use of advanced technology within Scotland Excel’s procurement function. The role supports the performance management workstream by advising how current data, systems and processes could be transformed to support our members.  You will lead a technical review of data processes with the purpose of identifying efficiency improvements in data analysis and opportunities for automation.  The role will undertake detailed analysis to ensure the local government community is furnished with insights to inform data-led decisions. This may be extracted from the analysis of markets and supplier responses (or other sources) to enable councils to drive greater efficiency from procurement work.  You will develop business cases for improving data management and analysis activity and make recommendations on the use of additional digital tools, where beneficial.  As part of the Governance and Performance Management function the postholder will support process and project improvement initiatives through the assessment and integration of new technology or systems.  You will work with the Procurement Performance and Project Manager to assess the optimisation of Scotland Excel’s data lifecycle.  The postholder will be required to collate large and complex data from multiple sources and develop mechanisms to interrogate, cleanse and present information more effectively using the most appropriate tools or software applications. |

**Key tasks for which the postholder will be responsible for:**

* The role will require a suitably qualified specialist to advise on opportunities for future use of advanced technology. By sharing improvement plans with councils, the postholder will drive the potential for greater collaboration in this area.
* You will bring benefit to councils by ensuring improved data handling and automation ensures frameworks are as effective as possible in delivering value to councils. This project will enhance value by improving access to commercial information on contracts, suppliers, and framework usage.
* The postholder will offer training and coaching on automation and data analysis to relevant stakeholder groups as part of this project.

* Assessing information, data and process implications for emerging project opportunities.
* Responsible for development and maintenance of specialist tools.
* 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.

**August 2024**