

SCOTLAND EXCEL

JOB OUTLINE

FUNCTION:	Strategic Procurement	SECTION/TEAM:	Strategic Procurement – Social Care
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:	Social care manager tbc		

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.

PRINCIPAL ROLE:

The Lead Commercial Analyst leads on establishing the consistent measurement and collation of social, environmental and economic performance measures, supporting members to articulate value achieved from working collaboratively with Scotland Excel.

You will also design and implement innovative process and project improvement initiatives to optimise procurement and commissioning operations. This will include assessing ways of working for automation and leading change projects to deliver efficiency measures.

You will have a significant role in reporting outcomes through operating plans and annual reports at an organisational level and at portfolio level.

The role will develop and implement an Information Strategy at a category level to ensure that the data lifecycle is integrated with appropriate systems and teams consistently. This will enable the measurement and reporting of quantitative and qualitative performance data.

The role will include safeguarding the contract delivery plan and other key deliverables by leading on the parameters for complex commercial evaluations.

You will represent Scotland Excel at appropriate forums to collaborate on the data and information opportunities which support ethical commissioning and contracting.

This role will include coaching and training colleagues on relevant performance and project workstreams.

Key tasks for which the postholder will be responsible for:

- Coordinating commercial analysis activities at a category level
- Responsible for the end-to-end coordination of the quarterly management information collection within the category team. This includes resource allocation, monitoring and reporting on response rate and any corrective action required.
- Setting the parameters for category teams to monitor and maintain key data-led tools in place or in development e.g. indexation, financial monitoring or price variance.
- Collating and presenting information and data input for relevant consultations, inquiries and other external calls for collaboration.
- Assessing information, data and process implications for emerging project opportunities.
- Responsible for development and maintenance of specialist tools including cost of care calculator to support negotiations, Spikes Cavell for opportunity assessment and any emerging tools relevant for tracking membership spend and participation data.

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.