

SERIOUS ORGANISED CRIME AGENCY

ROLE REQUIREMENTS PROFILE

Directorate:	Corporate Services
Role Title:	Commercial Officer
SOCA Grade:	SG5
Location(s): Is this work geographically dependent?	Birmingham There will be a requirement to travel with occasional overnight stays.
Aim of the role:	To undertake a range of commercial support activity related to a major retender of SOCA contracts for the provision of IT and telecommunications networks and related hardware, software, services and locations (the 2010 programme). To report to and support the senior commercial officer in delivery of the procurement and transition to the new contract.

1. Key responsibilities/accountabilities: (5 Most Impactive)
<p>Assisting senior colleagues within the project in the provision of advice on a range of commercial, contract management and operational issues. Liasing with other government departments such as the Home Office and the Office of Government Commerce under direction, as required. Deputise for the senior commercial officer in all aspects of commercial activity related to the programme.</p> <p>Support the procurement activity including but not limited to, that associated with commercial, evaluation and contract management tasks. Take minutes of meetings, assist in the drafting of reports, for example from site visits. Assist the senior commercial officer in maintaining the procurement timeline via MS Project.</p> <p>Assisting the senior commercial officer in all aspects of procurement and post procurement activity including the development of documentation, running supplier meetings, support in negotiations, organisation of commercial events and site visits. Use of the Home Office sponsored e-tendering system.</p> <p>Assist in the compilation and analysis of data relevant to the procurement including evaluation scores, feedback from reference visits, etc. using OGC best practice. Act as the single point of contact for commercial related queries and ensure that appropriate responses are issued in a timely manner.</p> <p>Manage administration activity on the team, directing 2 SG6 officers.</p>

2. Key behavioural competencies required - against competency framework: (Max of 5)

Planning and Organising - B
Effective Communication - C
Community and Customer Focus - B
Problem Solving - C
Team working - C

3. Key technical skills required: (including specific accreditations/specialist knowledge)

Must have prior experience in a purchasing or commercial environment, including an awareness of legislative requirements covering government purchasing. Knowledge of electronic tendering would be an advantage.

Must be an able communicator and organiser, comfortable when dealing with senior colleagues.

Would be an advantage to have attained or be in the process of studying for the Chartered Institute of Purchasing and Supply (CIPS) Certificate of Competence or equivalent qualification or be able to demonstrate equivalent practical skills and experience at the appropriate level.

Must be proficient in the use of MS Word, MS Excel and be able to use MS Project.

4. If you could not develop an individual into this role within 6 months please explain why?

Commercial activity is governed by a range of complex, mandatory legislation that if not followed correctly can result in the DG publicly being brought to account and/or challenged through the Courts.

The SG5 is required to support the SG3 and SG4 in provision of the commercial deliverables in respect of the 2010 IT procurement. Commercial activity has already started and it is essential that they are able to correctly apply their knowledge and understand where particular courses of action are appropriate or further advice is necessary from day 1. This is a significant procurement exercise of vital importance to the future of SOCA and lack of prior experience at the required level will put projects at risk in terms of potential financial loss or poor service delivery.

It is therefore vital that the key skills and experience are met prior to appointment into the post.

Vetting status: Selected candidates will need to successfully complete SC vetting.

