

SERIOUS ORGANISED CRIME AGENCY

ROLE REQUIREMENTS PROFILE

Directorate:	Corporate Services
Role Title:	Principal Commercial Officer
SOCA Grade:	SG3
Location(s):	Birmingham There will be a requirement to travel regularly with some overnight stays.
Aim of the role:	To lead a Commercial team of responsible for the 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 manager with lead commercial responsibility for delivery of the contract.

1. Key responsibilities/accountabilities: (5 Most Impactive)

Managing the day-to-day performance, attendance and conduct of team members, providing regular feedback, guidance and direction to staff. Building and motivating a diverse team, monitoring personal and professional development needs, ensuring that staff are equipped to do the job and that resources are deployed to best effect. Implementing operational and strategic plans and policies as a member of the management team. Assisting in the planning, monitoring and evaluation of the programme's commercial objectives and targets.

Providing advice and technical guidance to the programme team on EU procurement legislation, commercial and OGC best practice, e-procurement and on-going post tender contract management. Liaising with other government departments such as the Home Office and the Office of Government Commerce as required during the procurement. Participation in OGC Gateway reviews. Deputise for the Senior Commercial Manager in all aspects of commercial activity related to the programme.

Assisting the Senior Commercial Manager in drafting documentation relating to the procurement, including but not limited to strategies surrounding commercial, evaluation and contract management activity. Drafting and maintaining commercial timelines through the use of MS Project.

Use of the Home Office sponsored e-tendering system to manage the procurement. Management of this aspect of the procurement including publication of the OJEU

notice, uploading of all commercial documentation, acting as SPOC and responding to enquiries from bidders about all aspects of the competition.

Leading significant aspects of the procurement under the overall direction of the Senior Commercial Manager, including some site visits, some negotiations and some evaluation exercises.

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

Planning and Organising - B
Strategic Perspective - B
Negotiating and Influencing - A
Maximising Potential - A
Team Working - A

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

Must have prior experience in a purchasing or commercial environment in addition to knowledge of legislative requirements covering government purchasing.

Must have prior management experience including managing individual performance, identifying and delivering team objectives.

Must have attained or be in the process of studying for Membership of the Chartered Institute of Purchasing and Supply (MCIPS) or be able to demonstrate equivalent practical skills and experience.

Must be able to demonstrate effective negotiation and relationship management skills.

Must be able to use MS Project.

Experience in the delivery of major IT related projects using an e-tendering system would be an advantage. While training on the specific Home Office system will be provided knowledge of e-tendering must be practical and current.

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 SG3 is required to lead and develop a team that will be undertaking procurement activity relating to the 2010 IT procurement. Commercial activity has already started and it is essential that they are able to correctly interpret and 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 will put the project at risk in terms of potential financial loss or poor service delivery.

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

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