

SERIOUS ORGANISED CRIME AGENCY

ROLE REQUIREMENTS PROFILE

Directorate:	Corporate Services
Role Title:	Senior Commercial Officer
SOCA Grade:	SG4
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 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 principal commercial officer in delivery of the procurement and transition to the new contract.

1. Key responsibilities/accountabilities: (5 Most Impactive)
<p>Providing advice and technical guidance to colleagues within the project, on a range of commercial, contract management policy and operational issues. Liaising with other government departments such as the Home Office and the Office of Government Commerce as required. Deputise for the principal commercial officer in all aspects of commercial activity related to the programme.</p> <p>Input to operational aspects of the procurement including but not limited to those associated with commercial, evaluation and contract management activity. Assist in drafting operational guidance as required. Responsibility for maintaining the procurement timeline via MS Project under direction of the principle commercial officer.</p> <p>Assisting the principal commercial officer in all aspects of procurement and post procurement activity including the development of documentation, running supplier meetings, negotiations, organisation of commercial events and site visits. Use of the Home Office sponsored e-tendering system.</p> <p>Compile and analyse data relevant to the procurement including evaluation scores, feedback from reference visits, etc. using OGC best practice.</p> <p>Deputise for the principle commercial manager in the in the day to day management of the team allocating tasks, ensuring that priorities are met and standards adhered to.</p>

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

Planning and Organising - B
Effective Communication - B
Negotiating and Influencing B
Problem Solving - B
Team working - B

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

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

Must be able to demonstrate a track record in the delivery of cost savings, service level improvements and communication skills.

Must 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.

Must 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 SG4 is required to support the SG3 in leading and developing 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 projects at risk in terms of potential financial loss or poor service delivery.

It is therefore vital 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.

