

# ROLE PROFILE

<b>Role Title:</b>	Procurement and Commercial Manager	<b>Responsible to:</b>	Chief of Staff
<b>Division:</b>	Operations	<b>Department:</b>	Corporate Services – Procurement
<b>Direct reports:</b>	None	<b>Scope:</b>	Corporate Services – MPS UK and International
		<b>Scale:</b>	People – None Budget – TBC Income – None
		<b>Regulated Function:</b>	No
<b>Evaluation Level:</b>	Guide 1	<b>Role Family:</b>	Group Corporate Functions

## Role Purpose

The Procurement and Commercial Manager is responsible for executing, and overseeing Project and Programme sourcing and contracting activities managed in line with best practice, procurement lifecycle methodologies within the Transformation Office, ensuring outputs are strategically aligned with commercial goals and link effectively to supplier management. The primary purpose is to maximize project profitability, mitigate commercial and supply chain risks, and drive exceptional value by integrating commercial and procurement expertise from project inception to completion.

Accountabilities (RACI)	Examples measures of Success/KPIs
<b>Leadership</b> <ul style="list-style-type: none"> <li>Provide leadership to deliver on the best practice Frameworks for IT Procurement related activities, including: <ul style="list-style-type: none"> <li>Strategic Sourcing,</li> <li>Tendering Activities,</li> <li>Contract Agreement negotiation, drafting and content dissemination / handover.</li> </ul> </li> <li>Lead on pre-contract, commercial activities. Including, attending and feeding in on the commercial aspects of business cases, Exec updates and procurement strategies.</li> <li>Lead strategic commercial discussions directly with the Executives &amp; Senior Leadership Team relating to sponsored change initiatives, providing direction and assurances.</li> <li>Drive innovation in commercial approaches and procurement practices to achieve competitive advantage and value creation.</li> <li>Provide expert commercial advice and guidance to Executives &amp; Senior Leadership Team, project/programme teams, and stakeholders.</li> <li>Manage and direct the IT team's delivery of commercial opportunities, ensuring best value throughout the Procurement Lifecycle.</li> </ul>	<ul style="list-style-type: none"> <li>Corporate Strategic priorities Vs plan</li> <li>Division Plan delivery Vs plan</li> <li>Delivery of projects to plan</li> <li>Financial performance Vs plan</li> <li>Operational Metrics Vs SLAs</li> </ul>
<b>Financial</b> <ul style="list-style-type: none"> <li>Identify and develop cost management and value for money mechanisms so procured goods and services deliver optimal value for money. This involves challenging requirements, negotiating favourable</li> </ul>	<ul style="list-style-type: none"> <li>Operational budget Vs plan.</li> <li>Member numbers Vs plan.</li> <li>Income Vs plan.</li> <li>Retention targets delivered Vs plan.</li> <li>Reports communicated on supplier divisional compliance.</li> </ul>

<p>terms and using financial analysis to justify sourcing decisions.</p> <ul style="list-style-type: none"> <li>Identify and develop innovative commercial solutions within a complex and transformative Digital environment. Defining benefits realisation including commercial savings and cost avoidance.</li> <li>Identify and assess commercial and financial risks and opportunities throughout the project lifecycle, developing and implementing effective mitigation strategies.</li> </ul>	
<p><b>Member</b></p> <ul style="list-style-type: none"> <li>Seek opportunities to continuously improve ways of working and contribute to team, department and divisional continuous improvement projects aimed to drive operational efficiency.</li> <li>Deliver on KPIs, financial targets and great member experience and outcome.</li> <li>Develop and deliver of all necessary systems, policies and procedures which enable value for money for Members.</li> <li>Always deliver fair treatment and outcomes for Members and compliance with associated policies and standards set out by Council, its committees, and delegated authorities.</li> </ul>	<ul style="list-style-type: none"> <li>Member satisfaction score vs plan</li> <li>Stakeholder feedback</li> <li>Operational Metrics Vs SLAs</li> </ul>
<p><b>People</b></p> <ul style="list-style-type: none"> <li>Develop colleague understanding of relevant processes and policies through on-going dialogue with colleagues and through periodic workshops.</li> <li>Maintain a strong culture of compliance across all procurement processes, challenging if required to ensure processes are followed across the business</li> <li>Build and maintain positive relationships with a wide range of stakeholders taking a collaborative approach to ways of working and problem solving.</li> <li>Take personal accountability for own training, competence, performance and engagement of self and colleagues, ensuring clarity on own accountabilities and comply with all law, governance, policy standards and processes.</li> <li>Demonstrate the capabilities aligned to the Leadership Framework.</li> <li>Take learnings from all Quality Monitoring, Outcome Testing and Audit results to enhance the performance and quality service and outcomes for yourself and wider business.</li> </ul>	<ul style="list-style-type: none"> <li>Compliance with Training and Competence Schemes</li> <li>Delivery of Personal Development Plan to plan</li> <li>One to one / performance review meetings Vs Plan</li> <li>Quality monitoring / Outcomes testing scores / compliance testing and internal audit scores</li> </ul>
<p><b>Risk</b></p> <ul style="list-style-type: none"> <li>Management of Procurement Risk to enable resolution and mitigation of potential impact on MPS, members and colleagues.</li> </ul>	<ul style="list-style-type: none"> <li>Compliance with organisational Risk &amp; Control policies and processes</li> <li>Risk &amp; Control Self- Assessments</li> <li>Audit Actions</li> <li>Internal and External audit outcomes</li> <li>Report third party risk</li> </ul>

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<ul style="list-style-type: none"> <li>• Ensure appropriate business processes and controls are in place to support Change activity within risk appetite; comply with policies and regulatory requirements (as applicable).</li> <li>• Contribute to an environment where all colleagues recognise the importance of adherence to policies and procedures, risk identification and management.</li> <li>• Shape business processes and controls to manage the Department within risk appetite; comply with policies and regulatory requirements (as applicable)</li> <li>• Comply with applicable professional ethical guidance, external regulation and all relevant internal policy and procedures, including those relating to Health &amp; Safety, Data Protection, and IT Security.</li> </ul>	
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<b>Responsibilities (RACI)</b>
<ul style="list-style-type: none"> <li>• Contribute to the delivery of Procurement teams strategy and objectives</li> <li>• Contribute to Divisional performance reporting and performance metrics.</li> <li>• Alongside Business SME's, develop the production of performance metrics from third parties and organisational data sources to inform business decisions and actions which results in a measurable improvement in business performance and trends.</li> <li>• Undertaking other duties and tasks that from time to time may be allocated to the role holder that are appropriate to the level or role.</li> <li>• Offer meaningful decision points and insight to MPS forums to ensure that the business operates within risk appetite, and decision makers are fully informed and equipped.</li> <li>• Keep abreast of evolving legislation and best practice; identify and recommend opportunities for MPS to become more efficient and effective.</li> <li>• Lead individual projects and change or delivery activities as required.</li> <li>• Role model MPS values and behaviours.</li> <li>• Manage the impact of change initiatives, leading implementation projects, communicating and championing change to the department, and ensuring effective transitions to new ways of working</li> </ul>

<b>Key Governance Responsibilities</b>
<ul style="list-style-type: none"> <li>• Participation in internal discussions and influencing policy and procedural changes that impact on the service delivery</li> <li>• Participate in MPS Committees and sub-groups</li> <li>• Adherence to Procurement Policy and controls set up to manage</li> <li>• Reporting of Procurement Key Risk Indicators</li> </ul>

<b>Leadership Behaviours</b>	<b>Level</b>
Fresh Thinking	Leading Others
Building Capability in Self and Others	Leading Organisation
Influencing Others	Leading Others
Collaborating for Results	Leading Others
Leading Self and Others	Leading Others
Commercial and Risk Thinking	Leading Organisation

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	Knowledge and Qualifications	Skills	Experience
Essential	<ul style="list-style-type: none"> <li>• Extensive Commercial IT specialist sector experience.</li> <li>• Demonstrable knowledge of commercial risks within complex projects or enterprise-wide IT solution implementation.</li> <li>• Strong background in contract review, drafting and negotiation.</li> <li>• Detailed knowledge of procurement practice, legislation, supplier, and contract management.</li> <li>• Knowledge and experience of Procurement Systems functionality.</li> <li>• Proficient IT skills including MS Word, MS Excel, and MS PowerPoint, and comfortable with numerical reasoning.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable work experience.</li> <li>• Detailed understanding of Contract Law and terms and conditions of Contract.</li> <li>• Analytical skills and strong commercial acumen.</li> <li>• Ability to work to tight deadlines.</li> <li>• Excellent attention to detail.</li> <li>• Ability to engage and challenge at all levels; strong influencing skills coupled with tenacity and resilience.</li> <li>• Excellent communication and influencing skills to liaise with stakeholders at varying levels.</li> <li>• Be able to mentor and provide commercial guidance to relevant category colleagues and wider stakeholders.</li> <li>• Be a self-motivator, but also able to work well as part of a team and have a strong hands-on approach.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven experience commercially leading on complex IT projects or enterprise-wide IT solution Implementations</li> <li>• Outstanding strategic sourcing and contract negotiation expertise</li> <li>• Previous experience of transformation and change.</li> <li>• Experience of developing and maintaining procurement activity.</li> <li>• Proven track record in expert negotiation and supply relationship management.</li> <li>• Detailed understanding of procurement processes and procedures.</li> <li>• Experience in handling confidential information and communicating clear messages internally and externally.</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• CIPS - MCIPS qualification (or equivalent).</li> </ul>		<ul style="list-style-type: none"> <li>• Supplier Relationship Management experience</li> <li>• Background in managing and co-ordinating the delivery of a category strategies.</li> </ul>