

City of Edinburgh Council job description

Post title	Strategic Commercial and Partnership Lead
Directorate	Customer and Corporate Services
Service	Finance and Procurement - Commercial and Procurement Service
Responsible To	Head of Strategic Procurement and Commercial Partnerships
Number of post holders	One

Purpose of job

You will lead and manage the Best Value, Commercial Engagement, Commercial Operations and Innovation teams, linking data and supplier insight to drive improved outcomes, greater efficiency and digital capability. Supporting the Head of Service to deliver the Sustainable Procurement Strategy, you will lead on continuous improvement to help achieve strategic outcomes.

The what - major tasks and job activities

1. Lead a team of commercial and relationship management experts and drive transformational change by defining key priorities, agreeing objectives baseline and ensuring outcomes delivered meet overall best value for the Council. Drive commercial excellence for all Regulated contracts, proactively engaging across the council, building strong collaborative relationships with all key stakeholders, including suppliers, to ensure that strategic outcomes are delivered and that opportunities for commercial improvements are realised.
2. Scoping markets and identifying key risks and commercial opportunities.
3. Developing detailed plans including timelines, resources and risk management/mitigation actions.
4. Responsible for reports, strategic plans, other documents, briefings, presentations and FOIs for a range of stakeholders, meetings and Committees.
5. Working with the Commercial Engagement team, drive forward our ambition to embed sustainable procurement across the Council.
6. Monitor performance and drive action to identify opportunities for continuous improvement and demonstrate effective management of change within a complex internal and external environment.
7. Set standards, policies and procedures to ensure compliance with statutory responsibilities, national legislation, standing orders, delegated authority, Council policies, aims and objectives, ensuring processes comply with relevant procurement regulations and best practice.

The how

1. A degree or an equivalent professional qualification in a Commercial/Business Management subject is essential plus a relevant

postgraduate qualification. Relevant experience and demonstrated competence will also be considered where equivalent to qualification requirements.

2. Team management skills and knowledge in addition to knowledge and insight of the key services the team supports e.g. Construction, Care, ICT, FM, Professional and Corporate services.
3. An in-depth understanding of the major Commercial and Procurement issues impacting on the Council and its public sector partners is required, plus proven experience of developing recommendations for action based on assessments of political and wider considerations.
4. Exceptional interpersonal and collaboration skills and the ability to proactively build strong relationships and influence change across the organisation. You will deputise for the service manager, representing the Director and the Council, as required.
5. Lead on service innovation and problem-solving in relation to wider divisional and corporate issues, delivering the projects and management activities when required.
6. Adapt quickly and flexibly to changing circumstances, encouraging and harnessing development ideas and innovation from a range of stakeholders.
7. Ability to interrogate complex data from multiple sources to identify risks and opportunities and drive maximum value for the Council.
8. Encourage a continuous development and service improvement culture. An ability to interpret a range of complex information, homing in on key issues, principles and inter-dependent factors is essential to ensure decisions are properly informed by commercial, technical, political and presentational expertise. Must demonstrate confidence in their own judgement whilst encouraging feedback and responding constructively to alternative ideas and proposals.
9. Will have a wide range of contacts both internal and external including Elected Members, Chief Officials/Senior Officers, other employees, Trade Union officials, external service providers and members of the public.
10. Advise the Head of Service on complex, high profile/political and media interest issues. Deal with complex and contentious matters requiring a consistently high degree of support, persuasion and advocacy. Collaboratively plan service development, developing partnership relationships with stakeholders to ensure effective strategic planning and customer orientation. Define service levels, performance standards and targets.
11. Occasionally acting on behalf of the Council on matters relating to Procurement, will prepare submissions, gather information, provide advice and contribute to discussions with national agencies, other national bodies and local authorities to consider issues of concern to the Council.
12. Inputting to a range of strategic and corporate matters within both Procurement and Corporate Governance, you will plan and implement corporate strategies, monitor and evaluate key policy; and decide on the best approaches to managing staff and the allocated budgets.
13. Must be able to make sound and decisive judgements in a fast-moving and highly pressurised environment, working autonomously using both influencing and persuasion skills during the course of their work.
14. Possess a sound understanding of both the political and local government framework together with corporate objectives to ensure that decisions taken are consistent with the strategic vision.

15. Makes a range of decisions which are likely to have a major impact on service provision. Any projects or programmes with extensive policy/service impact on the council or similar impact on the city would be referred/discussed with the Head of Service.
16. Responsible for delivery of major projects. Failure could result in increased costs, delayed efficiency savings and unacceptable exposure to risk.
17. Effectively manage and develop a wide range of services and development of important aspects of the Commercial Procurement service. The high level of visibility of this service requires high level accuracy and attention to detail.

Environment

1. Works in a varying environment often dealing with conflicting, political and other vested interests. This means that the post works with a high level of competing priorities and demands, all within tight deadlines, and often subject to revision, which must be dealt with effectively and diplomatically.
2. Although the post may be exposed to some physical demands and adverse working conditions, these will be predominantly within the range of normal office-based activities.

Supervision and management of people

Leads a multi-disciplinary team of over 15 staff working on commercial and financial systems, council contract management, delivery of our Sustainable Procurement Strategy and benefits outcomes, stakeholder engagement, policy and innovation in addition to co-ordinating projects and change programmes across the wider team.

Resources the job holder will be responsible for

Responsible for overseeing allocated budgets and for monitoring spend on internally and externally provided services. In terms of budget responsibility, the post is responsible for a non-staffing budget more than £600k per annum. Manage and report on electronic and other data in relation to over £1bn third party expenditure ensuring effective handling and security of information.

Additional information - health and safety

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees' responsibilities:

1. Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
2. Co-operating with management and following instructions, safe systems and procedures.
3. Reporting any hazards, damage or defects immediately to their line manager;
4. Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health

where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).