**Post: Commercial Manager**

**Location: Central Birmingham**

**Salary: £40K to £50K**

**Status: Permanent**

**Hours: Full-time**

**Responsible to: Deputy Director of Finance & Commercial**

**Responsible for:**

**Vision and purpose**

Taking a leading role in defining and delivering an end to end commercial business partnering function and responsible for delivering the Academy Trust commercial strategy which sets out how the procurement of goods and services and subsequent supplier and contract management will be structured and delivered across the trust.

This will involve developing and implementing processes and systems required to deliver procurements, supplier relationship, governance and contract management for all central Trust-wide (i.e. utilities, insurance, waste, etc.) and Academy specific contracts via both OJEU and smaller non-OJEU approved routes to market.

Support to the Leadership Team for the provision of assurance to the Board on

* optimising value for money across the Trust,
* supplier alignment to OAT strategic objectives,
* compliance with legal and regulatory framework and
* improving commercial awareness

**Job description**

Strategy and Development

* Draft and seek approval for implementation of best practice procurement vision, strategy, policies, processes and procedures to aid and improve operational performance of the academy trust.
* To be the tactical lead on procurement, supplier relationship management and contract management matters for the trust to reduce commercial risks of procuring and delivery of goods and services.
* Responsible for the implementation and on-going management of the commercial strategy for the Trust to ensure legal compliance of procurement across academies and supporting the Trust and to achieve excellent value for money on all purchases.

Main Duties and Responsibilities:

* Develop and implement the best practice SRM governance and contract management ensuring effective handover into contract management
* To lead the development and implementation of procurement policies and system strategies to support tendering, contracts management, spend analytics and supplier performance management.
* To lead the development of new supply chains including small/medium enterprises (SMEs) to create greater competition that align with Trust business need and support use of local suppliers near academies for work that is appropriate.
* To drive continuous improvement, best value and quality improvements within academies in challenging existing practices and actively seek ways to achieve better outcomes, contributing to ensure key performance and financial targets are met and corrective action taken where necessary.
* Working with academy operations mangers and other key trust stakeholders to review and ensure that procurement of goods and services are compliant and provide excellent value for money.
* To report to the Senior Executive team and respective committees as may be required from time to time to provide up to date status reports on procurement to include development, demonstrate value for money, cost savings, performance data and compliance to regulatory procurement requirements, including Anti-Bribery and Corruption and Fraud.
* To ensure all aspects of regulatory compliance are adhered to in regard to the respective Procurement Policies and external requirements such as OJEU procedures and implement strategies that safeguard the trust contractual and commercial risk.
* To develop excellent and effective collaborative relationships with key stakeholders and external providers and other agencies to ensure strategic and operational needs are fully understood and incorporated in purchasing agreements. This includes effective liaison with Cabinet Office, Crown Commercial Services and Government Data Services.
* Implementation of and use of appropriate Frameworks including but not limited to Government Commercial Function or other educational accessible frameworks (i.e. CPC, ESBO, YPO, etc.)
* Setup and create frameworks as needed to meet the demands of the Trust and its academies
* Develop creative and innovative procurement processes (i.e. eProcurement, reverse auctions, bundling of services etc.)
* Establishing and managing future demand and capacity planning including the development to supplier risk management.
* Embed commercial awareness and promote importance of procurement across the organisation and best practice through continuous improvement
* Act as the principle conduit for formal communications with external companies during the large procuremen t process.
* Facilitate development of governance and relationship with existing and potential suppliers including the optimisation of management information flow.
* To work within the relevant legislation, policies and procedures.

Data Protection

* Work with the Trusts Data Protection Officer (DPO) to carry out data protection impact assessments (DPIA) on new and developing areas that require data processing & recording. Make changes as required to ensure GDPR compliance
* Work with the DPO to ensure that the Trusts eco system which tracks, and records types of data stored and where is kept up to date
* Ensure that where required; evidence of compliance is recorded as identified in the DPIA
* Ensure GDPR principles are embedded in normal working practices

Person Specification

Essential:

* Qualifications and professional membership, such as Chartered Institute of Purchasing and Supply (CIPS) or equivalent;
* Knowledge of UK/EU public procurement regulations, with an excellent understanding of how public sector organisations work, and an awareness of public policy and delivery in political environments;
* Educated to at least degree level in relevant discipline, or with practical background or experience relevant to the job description with 3 years minimum experience of procurement activities;
* Commitment to develop own procurement knowledge base;
* Experience of consulting/working with public sector and/or experience of working inside local government;
* An understanding of the commercial aspects of the consultancy sector;
* Project management experience, including experience of managing technical project teams and leading multi-functional teams;
* Ability to manage multiple clients, stakeholders and projects;
* Experienced in working with senior management;
* Experience of sourcing and contract management of corporate categories such as IT, HR, Legal Services
* Excellent written English and verbal communication skills, including the ability to influence at all levels of the business and work for a range of stakeholders;
* Excellent all-round IT skills, including the use of Microsoft Office;
* A good level of commercial awareness with a demonstrable aptitude for identifying the commercial angle and employing strong negotiating skills;
* Excellent attention to detail and driven to deliver work of high quality and accuracy;
* Highly developed analytical skills with an ability to think outside the box to develop creative solutions;
* Ability to take on responsibility and be accountable for tasks and objectives assigned; and
* Proven organisational skills, working in a calm, logical way to deliver tasks efficiently.

Desirable:

* Project management qualification or accreditation (e.g. PRINCE2 or MSP);
* Qualified purchasing professional (MCIPS) or be in a position to achieve within 12 months and with significant relevant recent experience.
* Experience of managing procurement and/or commissioning projects in a local government environment; and Experience of drafting legally enforceable clauses for tender documents to a high standard and which require little amendment by professional legal advisors.

And on a personal level your behaviours will demonstrate:

* You can build effective working relationships across many professions and at all levels;
* You operate collaboratively and respect diversity and inclusion for all stakeholders;
* You are a confident and clear communicator;
* You can motivate yourself to work independently and fit well within a team;
* You are enthusiastic, can inspire others and enjoy working hard to make a

difference; and you are committed to environmental and sustainability issues.