



## Job Summary Overview

<b>Job title</b>	Senior Commercial Specialist
<b>Career family</b>	Operational Enablers
<b>Professional pathway</b>	Finance, Commercial and Pensions
<b>Career family level</b>	7A - Senior Officer Advanced Level
<b>Grade</b>	G14
<b>Reports to</b>	Strategic Commercial Manager
<b>Financial responsibility</b>	NA
<b>Supervisory responsibility</b>	NA
<b>Reference number</b>	

## Job Summary

In this role you'll be asked to take on a variety of Commercial & Procurement projects, building a depth of expertise in specific categories while also developing your capabilities by taking on projects in other areas. You will own a project from concept through to delivery and post-award change (if applicable) and be trusted to lead projects commensurate with your experience and capability. On behalf of OCC and your project stakeholders, you will act as a trusted commercial adviser and drive value through each and every deal.

### Key Responsibilities

- Leading Procurement Activities:** providing end-to-end service across the commercial lifecycle for all high-risk projects, ensuring compliance with applicable regulations.
- Supporting Procurement Activities:** Assisting senior members of the team on the most complex projects, including in the preparation and management of procurement processes, drafting tender documents, evaluating bids, and ensuring compliance with applicable regulations. This includes supporting delivery of new commercial models which may include insourcing, outsourcing, grants, LATCos, Joint Ventures, and other investment decisions as required.
- Contract Transition:** Providing advice and support to mobilise new contracts, and exit existing contracts as required, ensuring continuity of service and value for money.
- Market Research:** Conducting market research to identify potential suppliers, understand market trends, and gather information to support procurement decisions.
- Financial Analysis:** Assisting in the analysis of financial data related to procurement activities, including cost analysis, budget monitoring, and identifying opportunities for cost savings.
- Compliance and Reporting:** Ensuring that all procurement activities comply with relevant laws, regulations, and council policies, and preparing reports on procurement performance and activities.



- 7. **Stakeholder Engagement:** Collaborating with internal stakeholders to understand their procurement needs, provide advice and support, and ensure that procurement activities align with the council's objectives.
- 8. **Sustainability:** Implementing best practice sustainability initiatives to support OCC achieve its public commitments and adhere to relevant legislation and policy. This includes actively seeking opportunities to improve sustainability outcomes through commercial projects and working with relevant stakeholders to deliver them.

Specific requirements	Essential <i>Mark with ✓</i>	Desirable <i>Mark with ✓</i>
Experience delivering commercial projects	✓	
Experience of a range of commercial models, including in-sourcing, out-sourcing, joint ventures, etc.		✓
Understanding of commercial policy landscape and how to effectively implement it	✓	
Local Government experience.		✓
Strong communicator who can communicate with authority and credibility, and use these skills to inform, instruct, persuade and encourage feedback.	✓	
Strong persuasion and negotiating skills, to influence outcomes to the success of the service priorities. This includes the ability to provide insight and constructive challenge to decision making with senior managers.	✓	
Able to proactively solve problems, look for opportunities, and manage risk.	✓	
Excellent leadership skills to inspire and develop organisational thinking and deliver high levels of performance, both within own team and the wider organisation.	✓	
Commercially aware, with an ability to understand cost drivers, value for money, and identify opportunities for delivering greater value.	✓	
Ability to join the dots across the organisation, identify the implications of proposals, and implement change to maximise value	✓	
MCIPS / IACCM / WCC / NEC qualified or equivalent commercial / procurement qualification or willing to work towards if not already held.		✓

Working Arrangements
<ul style="list-style-type: none"> <li>■ The post is not politically restricted.</li> <li>■ Contractual base as detailed on contract, but you are able to work on a flexible basis in line with our Agile Working Policy. <a href="#">Agile working policy and summary   Oxfordshire County Council Intranet</a></li> <li>■ Able to travel across the county and work from various office locations within the county.</li> </ul>



## Health and Safety at Work

All employees have responsibilities for health and safety – both for themselves, colleagues and the people we work with.

The potential significant hazard(s) and risk(s) for this post are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		