



Job Summary Overview

Job title	Commercial Specialist
Career family	Operational Enablers
Professional pathway	Finance, Commercial and Pensions
Career family level	7b – Officer (Intermediate level)
Grade	G11
Reports to	Strategic Commercial Manager / Strategic Contract Manager (Practice) / Commercial Excellence Lead
Financial responsibility	NA
Supervisory responsibility	NA
Reference number	

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.

Depending on which team your role is based in, there may be a different focus on Commercial / Procurement, Contract & Supplier Management, or Commercial Policy & Capability Development. Each require the same core skills and attributes for success.

Key Responsibilities

1. **Leading Procurement Activities:** providing end-to-end service across the commercial lifecycle for all low-risk projects, ensuring compliance with applicable regulations.
2. **Supporting Procurement Activities:** Assisting senior members of the team on more complex / high-risk projects, including in the preparation and management of procurement processes, drafting tender documents, evaluating bids, and ensuring compliance with applicable regulations.
3. **Supplier Management:** Building and maintaining relationships with suppliers, monitoring their performance, and addressing any issues that arise to ensure the delivery of goods and services meets the council's standards.
4. **Contract Management:** Assisting in the administration of contracts, ensuring that all terms and conditions are met, and managing any variations or amendments to contracts.
5. **Market Research:** Conducting market research to identify potential suppliers, understand market trends, and gather information to support procurement decisions.



6. **Supply Chain Mapping:** developing a clear picture of our Tier 1 and Tier 2 supplier relationships, any risks involved, and providing insight to support decision making and business continuity.
7. **Financial Analysis:** Assisting in the analysis of financial data related to procurement activities, including cost analysis, budget monitoring, and identifying opportunities for cost savings.
8. **Compliance and Reporting:** Ensuring that all procurement activities comply with relevant laws, regulations, and council policies, and preparing reports on procurement performance and activities.
9. **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.
10. **Training & Development:** Building and delivering commercial training programmes to support capability development across the Commercial & Procurement Service and the wider stakeholder community.

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	✓	
Understanding of how to design and implement a capability development programme		✓
Local Government experience.		✓
Good communicator who can communicate with authority and credibility, and use these skills to inform, instruct, persuade and encourage feedback.	✓	
Good 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

- The post is not politically restricted.
- Contractual base as detailed on contract, but you are able to work on a flexible basis in line with our Agile Working Policy.
[Agile working policy and summary | Oxfordshire County Council Intranet](#)
- Able to travel across the county and work from various office locations within the county.

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):		



**OXFORDSHIRE
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