



Job Summary Overview

Job title	Senior Commercial Systems and Data Analyst
Career family	Operational Enablers
Professional pathway	Finance, Commercial and Pensions
Career family level	7A - Advanced Level, Senior Officer (Tier 7)
Grade	13
Reports to	Financial and Commercial Systems and Data Manager
Financial responsibility	None
Supervisory responsibility	None
Reference number	

Job Summary

Work closely with commercial and data colleagues to develop and maintain business and commercial reports and dashboards to support the organisation to achieve its objective to make business intelligence information and insights available enabling a data led decision making organisation. You will work with commercial colleagues to develop and manage the enhancement of contract lifecycle, supplier and purchasing modelling, reporting and analysis to support the council's commercial strategy and financial management framework and corporate priorities related to automation, digitisation and savings. You will support the team to drive data integrity, timeliness, compliance, process improvements, and innovations to enhance council commercial technology. You will lead on the alignment, improvement and maintenance of procurement and contract systems. Including the adoption and application of corporate data and system management and change principles.

- Oversee daily operations of systems and integrations for commercial and procurement teams, covering user access, support, training, and changes in accordance with corporate policies. Provide training, guidance, and first-line support for procurement and contract management systems and reporting.
- Manage the production of statutory reporting and supporting documentation, working with service colleagues to address data gaps and quality issues, ensuring compliance with data, information and transparency regulations.
- Collaborate with service management and council stakeholders to gather business reporting needs to support improved commercial and procurement activities decision making, using a user-focused approach. Support development of dashboards and reports on; strategic delivery against targets, procurement pipeline, social value, spend analytics, category intelligence, non-compliance detection, supplier lifecycle management, and risk and market intelligence.
- Design, develop and maintain procurement, contract management and compliance data catalogues, mappings, categorisations and models including supporting the development of SAP extracts and Oxfordshire's SAP data warehouse.



- Act as a system and data subject matter expert to partner with commercial and procurement managers and purchase to pay lead to streamline and improve procurement and purchasing processes, enhancing systems and data recording to support end-to end process and reporting to support delivery of service priorities and address systemic and data issues.
- Actively collaborate with a variety of stakeholders within the business, to deliver data access, insight and integration change and improvement projects as required.
- Support the design and implement processes and controls to validate the quality, accuracy, and consistency of procurement and purchasing data. Proactively identify and address data issues impacting reporting and collaborate with colleagues to make required changes and address root causes.
- Maintain good working knowledge and apply new and emerging technology and data methodologies to drive contract and supplier lifecycle management improvement and minimise manual and duplicated recording through automation and integration.
- Collaborate with finance, data and technology colleagues to champion and support the development and adoption of new corporate commercial, data, and financial management standards across the council.
- Assist with ad-hoc analysis and reporting by extracting and transforming data as needed, including FOIs, audit requests.
- As required provide system support and training for finance and commercial services' application and integrations, including as required, development and maintenance for Microsoft applications used by the service.
- Act as a change agent, supporting the adoption of new systems and data tools through user engagement, training, and feedback loops. Collaborate with stakeholders to ensure successful implementation and uptake.
- Support the development of digital and data skills across the commercial and procurement function, contributing to a culture of continuous improvement and capability building.
- Contribute to the definition and monitoring of key performance indicators (KPIs) for commercial and procurement data quality, reporting effectiveness, and system performance.
- May also support the work of the Senior Financial Systems and Data Analyst.

Specific requirements	Essential <i>Mark with ✓</i>	Desirable <i>Mark with ✓</i>
Proven experience in data analysis, modelling, and reporting within a finance or public sector environment.	✓	
Experience working with large datasets and financial systems.	✓	
Ability to interpret complex data and communicate findings clearly to non-technical stakeholders.	✓	
Understanding of financial processes and public sector reporting requirements.	✓	
Experience of working on change projects to deliver new technologies or tools	✓	
Proficiency in data analysis tools (advanced Excel, Power Query, DAX, SQL, Python) and data visualisation tools (e.g. Power BI, Tableau, SAP BW).	✓	
Procurement qualification (or qualified by experience) and comprehensive knowledge of commercial principles, procurement practices and systems.	✓	



Holds a relevant professional data analysis qualification or working towards one.		✓
Experience in using AI and/or Machine Learning techniques to develop reporting and analysis and for data mining and process analysis,		✓
Experience of using Microsoft Fabric, Power applications and Copilot agent studio to support organisational automation and change.		✓
Public sector systems and data work experience.		✓

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
- 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).

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



**OXFORDSHIRE
COUNTY COUNCIL**