



GMCA GREATER
MANCHESTER
COMBINED
AUTHORITY



Welc

Commercial Services Lead

Candidate Information Pack

Prepared by Castlefield Recruitment



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The Greater Manchester Strategy

We want Greater Manchester to be a place where everyone can live a good life, growing up, getting on and growing old in a greener, fairer more prosperous city region.

Our strategy for Greater Manchester sets out a route, over the next decade, to deliver this vision for the benefit of our people, our places and our planet. Working collectively across our city region, with our communities, we will focus on improved wellbeing for the 2.8m people here, with better homes, jobs and transport.

We will continue the work to make Greater Manchester a great place to visit, invest and study, with thriving businesses which are UK and world leading, in sectors including low carbon and digital.

We will look through the triple lens of a greener, fairer and more prosperous Greater Manchester, making sure activity supports all three themes.

We'll do it in a way which is inclusive, innovative and forward thinking, building on the pioneering and progressive culture which underpins our city region. And we'll make sure we can be held to account, with a delivery plan showing the collective actions we are taking, and a performance framework to demonstrate progress.

Team Background

GMCA's Commercial Team deliver contracts for around £200m of influenceable spend every year and through a business partnering approach we are recognised as adding real value. As part of the Finance Directorate, the team has grown rapidly to match the demands of being at the heart of devolution trailblazing and now total 15 procurement professionals. Our Collaborative Hub drives achievement for public sector procurement across the city region. We take pride in our ethics and are advancing our Social Value approach at pace. Taking our lead from Mayor of Greater Manchester Andy Burnham, we're here to facilitate change through smart commercial decisions and support end-to-end procurement support.

“The Commercial Services Team continues to grow and develop to match the requirements of the organisation. Our team has a wide range of experience, allowing us to work together in a fast paced but supportive environment, where no question goes unanswered. Procurements vary in size and complexity, meaning no two days are the same with plenty of opportunity for continuous learning and development.”

Suzanne McCormack – Commercial Services Lead

Role Narrative

As one of two Commercial Services Leads and reporting to the Head of Commercial Services, this role oversees the wide-ranging Place, Fire, Digital and Corporate categories. You'll work closely with senior managers and directors providing professional advice and managing resources to deliver their project pipelines for better commercial outcomes. The postholder will have a team of eight to assist in carrying out a programme of tender exercises using open, negotiated and dialogue processes.

You will also have responsibility for workstreams of the City-region's Collaborative Procurement Hub, working with Heads of Procurement from councils, emergency services and transport to delivery efficiencies, raise the standard of public procurement and help everyone achieve more.

You'll play a key role in driving the Commercial Business Improvement plan, ensuring the whole organisation is ready to take full advantage of the new procurement regulations. Presently we're developing a new Contract Management Framework and the postholder will help stakeholders embed this with contract managers in the directorates.

You'll be able to influence the direction and scope of the team to create better outcomes for the people and businesses of Greater Manchester.

Job Description

| | |
|---------------|--------------------------------------------|
| Job Title | Commercial Services Lead |
| Report to | Head of Commercial Services |
| Team | Procurement and Commercial Services |
| Business Area | Finance |
| Salary | Grade 11 |

Job Purpose

Supporting the Head of Commercial Services, lead the delivery of the organisation's commercial function, specifically through procurement, grant making and contract management arrangements, ensuring compliant, effective and efficient procurement processes are in place and widely used.

Lead the activity of Greater Manchester's collaborative procurement hub, coordinating a professional strategic procurement service that engages with a diverse range of stakeholders, using a variety of approaches to identify collaborative opportunities and deliver collaborative procurements across the city region.

Provide a proactive, responsive commercial service to GMCA supporting the delivery of key strategic procurement activity across the organization ensuring value for money.

Lead on the negotiation and management of strategic contracts, both capital and revenue and support the contract management arrangements for critical areas of spend, ensuring delivery of high-quality outcomes for internal stakeholders.

Oversee the development of a comprehensive, robust and deliverable Commercial Strategy for GMCA.

Provide procurement advice and support, developing and managing markets, implementing new ways of working, challenging existing supply arrangements, improving supply chain management, developing and managing joint procurement contracts, and ensuring sustainable value for money.



Key Relationships

- Responsible for Senior Procurement Business Partners (X3)
- Key Stakeholders:
 - Directors and Managers across GMCA
 - Heads of Procurement across Greater Manchester
 - Finance Management Team

Key Responsibilities

Role Specific:

- Supporting the Head of Commercial Services, lead on commercial operations, through effective delivery of procurement, grant making and contract management arrangements across GMCA
- Coordinate effective collaborative procurement arrangements to deliver strong commercial outcomes and drive best practice across GM local authorities, Fire & Rescue, Transport and Police
- Promote, identify and secure joint and collaborative procurement opportunities to deliver value for money and improve policy and practice across Greater Manchester
- Support the development of a comprehensive, robust and deliverable Commercial Strategy for GMCA and ensure policies are developed, reviewed and updated to deliver the overall corporate purpose and align with ethical values
- Support the delivery of procurement activity across the organisation by ensuring compliant, effective and efficient procurement processes, procedures and systems are in place and widely used
- Support the Commercial Team in delivery of a range of high-profile, complex procurement projects to ensure projects are delivered on-time, on-budget and according to agreed specifications
- Undertake strategic analysis of markets and supplier trends within relevant industries, ensuring that procurement is based on market / supplier intelligence.
- Develop and manage a pipeline of collaborative procurement contracts and framework agreements
- Develop and maintain a professional network, acting as an information conduit for Greater Manchester's public procurement community. Understand and share emerging policy and evolving best practice through engagement with external agencies (central government, mayoral combined authorities, public buying organisations, etc)
- Be directly responsible for the delivery of a number of high value strategic tenders, leading the negotiation and supporting the contract management arrangements
- Identify process and procedures to safeguard GMCA against supplier contractual, operational and commercial risks by managing continuous due diligence and supplier risk management profiling

- Continually look for improvement, originating and leading business improvement initiatives in order to deliver efficient, innovative, sustainable and ethical procurements by improving policies, systems and processes
- Enhance the abilities, capability and capacity of team members through supervising, managing, coaching and mentoring team members and the projects in which they are involved
- Provide expert advice and guidance regarding procurement and commercial best practice and legal compliance
- Utilise financial data and other tools to conduct analysis of organisational spend activity and team performance to make pro-active recommendations based on findings
- Improve the current contract management arrangements and ensure that contract management protocol is embedded within the current team and organisation generally, including the creation and ongoing management of a strategic contracts database
- Lead on delivery of commercial training to staff particularly around procurement processes and contract management
- Improve the profile of procurement across the organisation through leading by example, mentoring existing staff, and promote a more customer focused and professional approach to procurement

Directorate Specific:

- Actively promote the values of GMCA
- Lead and develop and performance manage team members in own area of responsibility in accordance with the law and our values; ensure that safety, sustainability, partnership working and inclusivity run through all we do
- Effectively plan and manage financial resources in own area of responsibility based on an in depth understanding and interpretation of both financial and management information data, in order to deliver public value
- Act as programme / project manager ensuring delivery of programmes and associated projects as directed
- Lead, develop and performance manage people within your team to ensure delivery of all aspects of corporate planning and performance management
- Be responsible for the welfare, training and development of staff in accordance with relevant policies and procedures
- Implement resilient business continuity arrangements for the team and manage these arrangements effectively during business disruption
- Identify and contribute to upskilling opportunities for colleagues within and beyond the directorate

- Where required, coach managers to develop effective procurement and contract management skills, and provide guidance and support on the use of systems and tools to enable them to manage their own people processes directly
- Review key performance indicators to identify and address issues arising, spot trends and take appropriate action to learn, share and improve
- Seek feedback and elicit wider priorities to support and enable colleagues to meet the needs of the organisation
- Proactively contribute to continuous improvement of systems and processes to ensure procedures, policies and guidance are updated in line with legislative and social changes
- Develop on-going communication and engagement channels and methods to keep the wider directorate team, internal and external customers up to date
- Provide positive challenge to colleagues across the organisation in considering how things can be done better and more effectively
- Conform to the requirements of the Environmental Management System
- Work flexibly across the directorate, deployed as required

NB: This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.



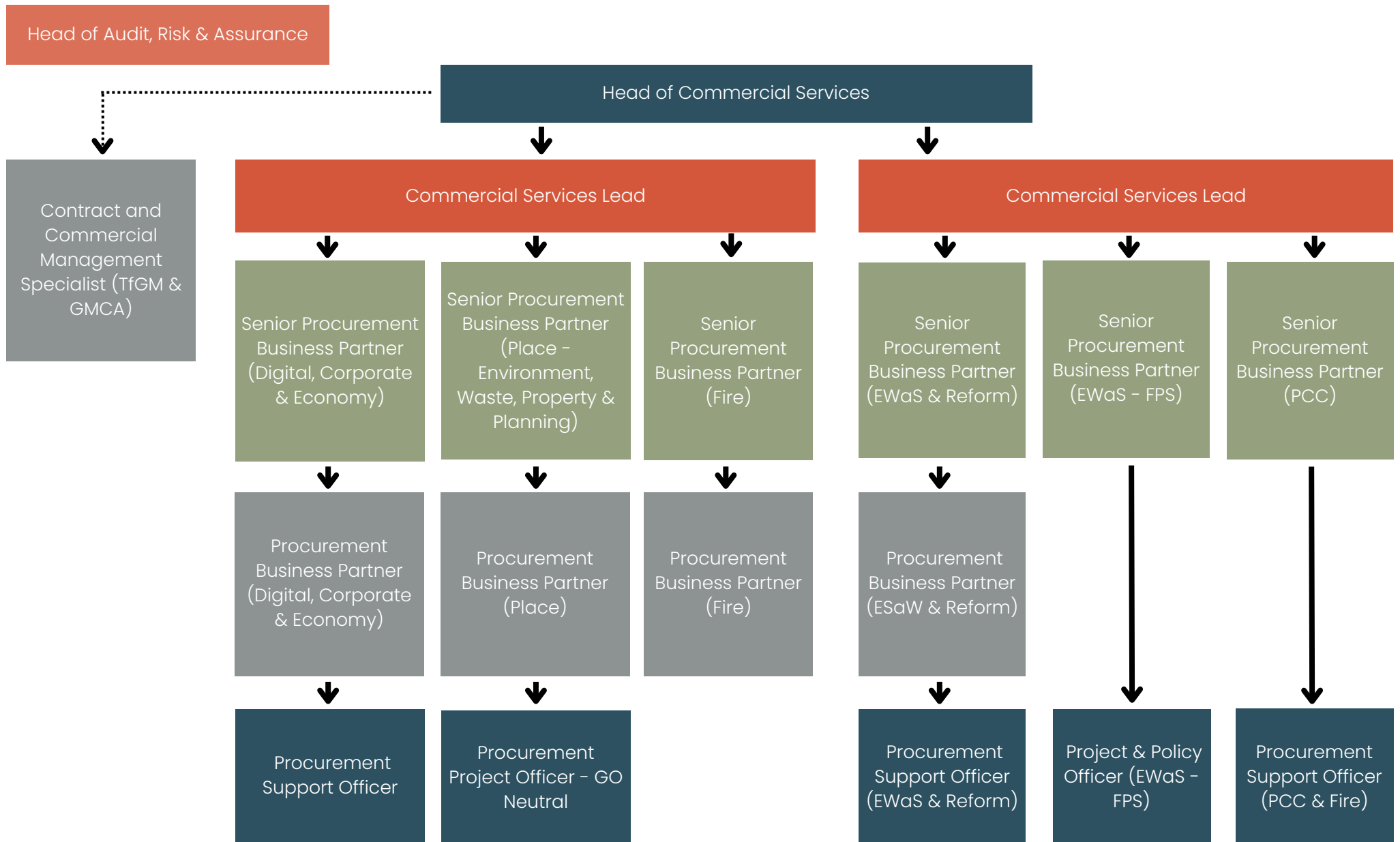
Person Specification

| Skill | Essential | Desirable |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Education, Qualifications & Associations | <ul style="list-style-type: none"> • Educated to degree level in relevant area or equivalent experience • Evidence of continuous professional development • Full membership of Chartered Institute of Purchasing and Supplies (MCIPS) through examination route or equivalent. Educated to Professional Diploma in Procurement and Supply or equivalent as a minimum, minimum 5 years post qualification experience | <ul style="list-style-type: none"> • Relevant management qualification e.g. Business Administration. Minimum 5 years post qualification experience |
| Knowledge & Experience | <ul style="list-style-type: none"> • Extensive working knowledge of corporate governance, financial, risk and environmental management, strategic planning and programme management principles and practice • Extensive knowledge of the national, regional and local political operating climate of the FRS within the context of the Governments' devolution / modernisation agenda • Record of successful achievement in procurement and contract management, and effective and experienced in procurement and contract management in a public sector organisation • A good understanding of all areas affecting corporate, social and environmental responsibility | <ul style="list-style-type: none"> • Knowledge of procurement and contracting requirements of GMCA • Experience of successful collaborative working, with a number of public sector agencies |

| Skill | Essential | Desirable |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| | <ul style="list-style-type: none"> • A good working understanding of GMCA's policies • Detailed working knowledge of legislative requirements, including EU Public procurement regulations | |
| Skills & Behaviours | <ul style="list-style-type: none"> • Strongly developed interpersonal skills with the ability to communicate at all levels, proven ability to inspire confidence at all levels of the organisation, and highly developed communications skills with different audiences with a variety of methods • Motivated with ability and initiative to prioritise workloads of self and team members to meet strict deadlines and to be accountable to take independent decisions • High degree of professional and ethical integrity • Ability to generate and implement new ideas, alternative options and develop realistic and practical solutions • Ability to build strong and trusting relationships with suppliers, clients, customers and colleagues • Use strong influencing and negotiation skills to persuade others to act and to build on and create new strategic partnerships across the organisation and externally • Able to act as an for advocate the city region, the organisation and the team | |

| Skill | Essential | Desirable |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| | <ul style="list-style-type: none"> • Experience of analysing and interpreting complex information and communicating it appropriately to a range of stakeholders • Excellent IT skills, with ability to use a wide range of IT systems • Ability to collate, critically appraise and present information from a range of sources using excellent analytical skills • Well-developed verbal and written communication skills, including report writing, presentation and facilitation, able to advise / influence at all levels • Ability to convey often complex information and guidance in a clear and understandable manner appropriate to the recipient • Ability to build strong and trusting relationships with clients, customers and colleagues • Acting as a role model for the directorate • Able to work flexibly and independently, covering other areas of the department as required | |
| Other | <ul style="list-style-type: none"> • Willingness and ability to travel across county and work from other sites when required | |

Commercial team structure





Corporate Duties

Avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

Safeguard at all times confidentiality of information relating to staff and pensioners.

Refrain from smoking in any areas of Service premises.

Behave in a manner that ensures the security of property and resources.

Abide by all relevant Service Policies and Procedures.

Records Management/ Data Protection

As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal, and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

Confidentiality and Information Security

As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.

Data Quality

All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and in a timely manner to ensure high standards of data quality in accordance with Departmental protocols.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.



Health and Safety

All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety, and welfare of those affected by the Service's undertakings.

Service Policies

All GMCA employees must observe and adhere to the provisions outlined in these policies.

Equal Opportunities

GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee, you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background.

Benefits Package

36.25 hour working week

25 days annual leave plus bank holidays, rising to 32 days with service

Flexitime scheme with ability to accrue 2 days per 4-week cycle

MiRewards (discount card)

Simply Health & UK Health Care scheme

Employee Assistance Programme

Occupational Health

Car Parking (site specific)

Great Learning & Development Offer

Corporate Transport Scheme

Flamesavers credit union

Cycle Scheme

Staff Networks

Additional Annual Leave Scheme

Salary Finance

Hybrid Working

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