

JOB DESCRIPTION

TITLE: Commercial Manager – Category / Sourcing

Band: B

Location: London

Reports to: Head of Commercial

Staff Reporting: 1-3

MPS Performance Framework: We are emotionally aware; We are collaborative; We deliver, support and inspire.

Vetting Level: CTC

Government Commercial Organisation Equivalent Grade: N/A

1. Background to the Role

The Metropolitan Police Service (MPS) Commercial Function are responsible for delivering end-to-end commercial lifecycle management and supporting the wider business in working with third parties.

The MPS spends about £800 million each year on a diverse range of goods and services and we aim to procure them in the most cost effective and compliant way, while satisfying often urgent operational needs. We proactively manage thirty large complex and operationally critical outsourced service contracts, to ensure that we receive the quality services we are paying for and achieve value for money through the entire life of the contract.

This is an exciting time to be working in commercial management for the MPS. The MPS Commercial Function are in the middle of a large-scale transformation, working to deliver the following strategic aims:

- Build a world class capability and team;
- Engage effectively with our markets and suppliers;
- Improving and simplifying how we work;
- Delivering outcomes through commercial policy.

In addition to large-scale transformation within the Commercial team, there's the unique and ever-evolving challenge of policing London. This means that there are more opportunities for you to get involved with making London the safest global city in a time of unprecedented change within the UK's largest Police Service.

MORE CHALLENGES.

MORE EXCITEMENT.

MORE OPPORTUNITIES.

BE AT THE HEART OF A CHANGING SERVICE.

2. Role Description

This role is an integral part of Commercial Services. In 2020, the MPS Commercial Function revised its operating model, establishing six Pillars which have overall accountability for activity covering the commercial life cycle, as well as relevant Business Partnering responsibilities across the wider business.

In this role you will be expected to undertake Category Management, contributing to delivering Commercial Excellence for the Met, providing a customer focused service, understanding the business need and stakeholder drivers, with the aim of becoming a trusted commercial advisor. You will also develop relationships with MPS's key and strategic suppliers, driving value for money and risk management excellence across the category.

You will play an essential part in leading parts of the overall commercial life cycle. You will own key aspects of Category Management, including Strategy and Policy development, understanding needs and sourcing options, and the procurement process itself. You will feed into the wider Category Management team, working with a range of team members, internal and external stakeholders to drive improved commercial outcomes for MPS.

3. Key Responsibilities

What does the average day look like? Your core duties will include (but are not limited to):

- Strategic delivery and management within a category:
 - Understanding MPS commercial strategy and feeding into planning based on commercial approaches that deliver requirements that are in line with business needs, category strategies and market trends
 - Feeding into the development of category strategies and delivery of sourcing requirement within Commercial Services, as part of the team supporting business as usual and project activities
 - Understanding demand by forecasting and planning requirements with internal stakeholders and suppliers
 - Developing and maintaining category plans for key spend areas
- Understands relevant sourcing options and analysis, and delivers positive outcomes through the procurement process:
 - Leading on end-to-end strategic sourcing activities for MPS and serving as a subject matter expert
 - Working with key stakeholders to develop a clear and agreed view of business requirements, and supporting business units in articulating their commercial requirements
 - Advising and providing professional guidance throughout the sourcing process, considering and evaluating a range of sourcing models
 - Leading development of commercial input into business cases, demonstrating a project's benefits, value for money and risk
 - Influencing and shaping future procurement policy and standards across MPS
 - Identifying opportunities to develop collaborative partnerships with suppliers
 - Provides a procurement service to the MPS which delivers demonstrable value for money and compliant goods and services contracts as part of a team of procurement professionals on larger procurement activities, including driving productivity opportunities with existing supply base to deliver further savings
 - Responsible for negotiation with 3rd parties where necessary, and has knowledge and experience relating to commercial negotiation techniques
 - Understanding and being accountable for sourcing compliance and frameworks
- Ensuring effective Commercial Contract and Supplier Management within the category:
 - Supporting in the contract management of Strategic contracts within relevant category
- Building and maintaining key relationships across the MPS and with important external stakeholders:
 - Developing effective working relationships with supplier organisations to establish appropriate governance and relationship arrangements, ensuring the effective management of clarifications and change requests
 - Provision of commercial advice to stakeholders on all aspects of commercial
 - Engaging, where required, with the relevant senior business lead, ensuring that business requirements are supported by category strategies
 - Internal stakeholder will include MPS colleagues who are users and buyers of the goods and services within the category, and relevant business units; MPS colleagues within Corporate Services (e.g. Finance, Legal); and Police Staff and Police Officer colleagues

- External stakeholders will include MOPAC officers; Partner Agencies staff as required; and appropriate level supplier relationships
- Enabling and developing the MPS:
 - Championing of procurement best practice and working with others to create a proactive and intelligent function
 - Contributing to the maintenance and updating of systems throughout the procurement lifecycle
 - Managing catalogues and commercial content, and may be responsible for owning key aspects of this
 - Working with key stakeholders to promote the use of catalogues
 - Playing a role in building capability of new starters and those on development programmes (e.g. students)
- Mentoring and providing guidance to junior members of the team
- Working within a secure environment upon sensitive projects as required

4. Skills

Essential:

- Demonstrates strategic thinking, able to define and execute planning against a sourcing strategy and plan for spend categories or groups of sub-categories
- Extensive Category Management experience and knowledge
- Excellent understanding of sourcing and procurement methodologies, as well as relevant Public Sector processes, policy and governance
- Conversant with procurement policies, processes, procedures and governance mechanisms
- Ability to lead a negotiations with 3rd parties and successfully employ appropriate negotiating techniques based on category sourcing strategy
- Highly effective communicator who can work with a range of stakeholders and senior managers
- Ability to change and adapt in order to work effectively in a variety of situations
- Ability to present sound and well-reasoned arguments to convince others. You can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.
- Ability to prioritise and manage own workload whilst balancing both operationally urgent and important tasks to deliver to deadlines
- A good level of understanding across category discipline
- Excellent written & oral communication and interpersonal skill
- Excellent time management and delegation skills
- Excellent report writing skills

Desirable:

- Experience of working in Contract Management roles or across the commercial life cycle

5. Experience and Qualifications

Essential:

- A successful career in procurement with typically 2 + years category management experience with demonstrable achievements centred of best value and efficiency via leading edge category solutions
- A good understanding EU Procurement Legislation (Public Contract Regulations and Defence and Security Public Contract Regulations
- Demonstrable ability of using MI from systems to inform decision making and deliver optimum commercial solutions

- Experience of working at varying levels with internal and occasionally external stakeholders

Desirable:

- CIPS/IACCM/Commercial qualification

We view diversity as fundamental to our success. To tackle today's complex policing challenges, we need a workforce made up from all of London's communities. Applications from across the community are therefore essential.

Does this sound like you? If yes, start your application now.