

JOB DESCRIPTION

TITLE: Commercial Consultant - Category

Band: C

Location: London

Reports to: Commercial Manager

Staff Reporting: N/A

MPS Performance Framework: We are collaborative, we deliver, support and inspire, we analyse critically

Vetting Level: CTC / As required

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.

The role is varied and you will play an essential part in supporting the overall commercial life cycle. You will be working primarily on aspects relating to Category Management, feeding into Strategy and Policy development, analysing data and using market insight to support the sourcing options, and working on aspects across the procurement process. You will work as part of a larger team, but be expected to work autonomously and independently, and liaise with the wider business to support 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:
 - Supporting development of specifications to deliver requirements that are in line with business needs, and existing category strategy
 - Engaging, where required, with the relevant lead ensuring that business requirements are in line with existing category strategies
 - Carrying out analysis, research and requirements gathering to feed into demand forecasting and category strategies
 - Tracking progress against category plans and working to deliver key tasks
- Understands relevant sourcing options and analysis, and delivers positive outcomes through the procurement process:
 - Working independently across end-to-end strategic sourcing activities for MPS
 - Engaging with key stakeholders across MPS to support the team develop a clear and agreed view of business requirements
 - Advising and providing professional guidance throughout the sourcing process, supporting the evaluation of a range of sourcing models
 - Gathering inputs for the commercial input into business cases, demonstrating a project's benefits, value for money and risk
 - Providing 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
 - Understanding, and being able to advise on, sourcing compliance and frameworks
- Ensuring effective Commercial Contract and Supplier Management within the category:
 - Supporting Contract Management team in management of Strategic contracts within relevant category
- Building and maintaining key relationships across the MPS and with important external stakeholders:
 - Engaging and working closely with the relevant senior business lead, ensuring that business requirements are supported by category strategies
 - Identifying key suppliers and articulating management and engagement level required to assure the supply chain
 - Assisting with senior internal stakeholder management across the business, helping them be informed about business elements that aim to move forward critical decision making at the top level
 - Assisting with senior external stakeholder management, holding working level relationships with individuals at external stakeholder groups
- Enabling and developing the MPS:
 - Contributing to the maintenance and updating of systems throughout the procurement lifecycle
 - Feeding into catalogue and content management for the MPS, owning key aspects and working with stakeholders to promote the use of catalogues

- Working within a secure environment upon sensitive projects as required

4. Skills

Essential:

- A good level of Category Management experience and knowledge
- Good understanding of sourcing and procurement methodologies, as well as relevant Public Sector processes, policy and governance
- Effective communicator who can work with a range of stakeholders
- Ability to change and adapt in order to work effectively in a variety of situations
- Ability to understand and appreciate different and opposing perspectives
- Ability to prioritise and manage own workload to deliver to deadlines and knowing when to seek support when needing to balance both operationally urgent and important tasks
- A good level of understanding across category discipline
- Excellent written & oral communication and interpersonal skill
- Excellent time management and delegation skills
- Good report writing skills

Desirable:

- Ability to understand commercial imperatives and trading relationships

5. Experience and Qualifications

Essential:

- A successful career in procurement/ similar environment with typically 1 + years category management/ procurement experience where evidence of cost savings and value for money efficiencies can be demonstrated
- Understanding of EU Procurement Legislation (Public Contract Regulations and Defence and Security Public Contract Regulations)
- Experience of working effectively with internal stakeholders

Desirable:

- N/A

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.