

JOB DESCRIPTION

TITLE: Commercial Lead (Category)

Band: U

Location: London

Reports to: Head of Commercial

Staff Reporting: 1-5

MPS Performance Framework: xxx

Vetting Level: CTC

Government Commercial Organisation Equivalent Grade: Commercial Lead

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 lead on 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, primarily focused on the key aspects of Category Management, including Strategy and Policy development, understanding needs and sourcing options, and the procurement process itself. This will be done through the development and execution of category management strategies, leading supplier negotiations, where needed, and delivering timely and effective support, guidance and expertise to the business. As a leader in the Commercial function, you will support rolling out commercial standards across the organisation.

The MPS Commercial Function is aligning its roles with the levels of the [Government Commercial Organisation](#), which sits within the [Government Commercial Function](#). The typical attributes of a Commercial Lead can be found in the [Government Commercial Function People Standards](#).

A Commercial Lead is broadly defined as: *Typically, a commercial manager who provides leadership and management to a small team and actively seeks to build their capability.*

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:
 - Developing commercial approaches that deliver requirements that are in line with business needs, category strategies and market trends
 - 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
 - Understands 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:
 - Performing end-to-end strategic sourcing activities for MPS and serving as a subject matter expert
 - Works with key stakeholders to develop a clear and agreed view of business requirements, and supports business units in articulating their commercial requirements
 - Advising and providing professional guidance throughout the sourcing process, considering and evaluating a range of sourcing models
 - Supports the development of options for a business case, including articulating associated benefits and producing supporting arguments for the preferred option
 - Identifies 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
 - Leading negotiation relating to commercial activity, and has knowledge and experience with negotiation techniques. Leads and guides others in negotiation
 - Understanding and being accountable for sourcing compliance and frameworks
- Ensuring effective Commercial Contract and Supplier Management within the category:
 - Supports Contract Management of contracts within relevant category
- Building and maintaining key relationships across the MPS and with important external stakeholders:
 - Developing key stakeholder relationships, enabling early engagement and challenging business need and demand. Seeks early active involvement of internal stakeholders in the sourcing process. Internal stakeholders will include MPS colleagues who are users and buyers of the goods and services within the category, and relevant business units and MPS colleagues within Corporate Services (e.g. Finance, Legal).

- 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
- Working closely with external stakeholders, including MOPAC, Home Office, ACPO
- Enabling and developing the MPS:
 - Feeds into catalogue and content management for the MPS, setting the direction for their category
- Performance and day-to-day management of category team where applicable
- Deputise for Head of Category if required
- Working within a secure environment upon sensitive projects as required

4. Skills

Essential:

- Demonstrates strategic thinking, able to identify a vision along with the plans that need to be implemented to achieve the end goal
- Extensive Category Management experience and knowledge
- Ability to lead negotiations with suppliers, develop negotiation plans and strategies
- Excellent understanding of sourcing and procurement methodologies, as well as relevant Public Sector processes, policy and governance
- Highly effective communicator who can work with a range of senior stakeholders and managers
- 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 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
- Team management

Desirable:

- Ability to understand commercial imperatives and trading relationships

5. Experience and Qualifications

Essential:

- A successful career in procurement with typically 4 + years category management experience with demonstrable achievements centred of best value and efficiency via leading edge category solutions
- A comprehensive 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 senior levels with internal and external stakeholders
- Requirement for candidate to pass ADC at Commercial Lead (CL) level.

Desirable:

- Ideally MCIPS/ IACCM or equivalent qualification or working towards

6. Competencies

In line with the Government Commercial Organisation, Commercial Leads are expected to demonstrate the competencies listed below.

Seeing the Big Picture:

- Adopts an MPS-wide perspective to ensure alignment of activity and policy
- Bring together views and perspectives of stakeholders to gain a wider picture of the landscape surrounding activities and policies

Changing & Improving:

- Spot warning signs of things going wrong and provide a decisive response to significant delivery challenges
- Provide constructive challenge to senior management on change proposals which will affect own business area

Leading & Communicating:

- Clarify strategies and plans, communicate purpose and direction with clarity and enthusiasm
- Be open and inviting of the views of others and respond despite pressure to ignore, revert or concede
- Stand by, promote or defend own and team's actions and decisions where needed

Collaborating & Partnering:

- Work as an effective team player, managing team dynamics when working across MPS Business Units
- Encourage contributions and involvement from a broad and diverse range of staff or stakeholders by being visible and accessible
- Seek constructive outcomes in discussions, challenge assumptions but remain willing to compromise when it is beneficial to progress

Building Capability for All:

- Coach and support colleagues to take responsibility for their own development (through giving accountability, varied assignments and on-going feedback)
- Ensure that individual and organisational learning and talent development opportunities are fully exploited in order to enhance organisational capability

Delivering at Pace:

- Clarify business priorities, roles and responsibilities and secure individual and team ownership
- Act as a role model in supporting and energising teams to build confidence in their ability to deliver outcomes
- Review, challenge and adjust performance levels to ensure quality outcomes are delivered on time, rewarding success

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.