

Category Manager - Capital

Department for Education

Closing date: 6 Dec 2018



Reference number

1609227

Salary

£48,493 - £55,912

Grade

Grade 7

Contract type

Permanent

Business area

Operations Directorate - Capital Commercial

Type of role

Commercial

Working pattern

Flexible working, Full-time, Job share, Part-time

Hours

37

Number of posts

10

Location

Coventry, West Midlands : Manchester, North West : Sheffield, Yorkshire and the Humber

About the job

Job description

Who we are

The Department for Education is responsible for education, children's services, higher and further education policy, apprenticeships and wider skills in England, and equalities. We work to achieve a highly educated society in which opportunity is equal for all, no matter what their background or family circumstances.

Operations Directorate is responsible for the main corporate functions of the department including: analysis, commercial, data, estates and security, finance, human resources, international education, Operations and Delivery Unit, technology and the governance and relationship standards with the DfE's public bodies. Its role is to support the business to deliver ministerial priorities by ensuring that:

- The department is sufficiently resourced (people, data / information, finance, IT) and organised right to deliver its business objectives and;
- Efficient and effective systems and processes, driven by customer needs, underpin our services.

Commercial Group

- The purpose of the commercial function within the Department for Education is to ensure that all commercial and procurement activity supports the Department's priorities and delivers outstanding value for money. It also exists to proactively develop commercial solutions for the wider education sector that reduce waste in procurement and release funds for the front line.
- The commercial function manages a large and diverse set of activities across the department with many high profile and complex contracts and grants as well as running a highly successful Risk Protection Arrangement for academies and a schools buying strategy
- Commercial Group is currently engaged in an exciting growth and transformation programme, with the aim of becoming one of the best commercial teams in Government.

The Role:

The Commercial and Supplier Management (Capital) (CSMC) division develops the strategy and tools to allow DfE's capital programme teams (and wider school bodies at their discretion) to efficiently provide or maintain school capital assets.

To support its drive to improve efficiency, the CSMC Division is setting up a new category team to provide an end-to-end category management approach. The team will comprise up to 11 Category Managers reporting to the Head of Category Management, supporting the implementation of the category management strategy and the associated contract management.

The Category Managers will support the Head of Category Management in building the team's roles and the recruitment of any new team members, have strong commercial skills and some experience of category management would be desirable. They will have contract and supplier management experience.

The Category Managers will need to work closely with colleagues in the Commercial Division, across Capital and may be required to work with a range of external organisations, to develop VfM outcomes and support the divisions target of delivering 10% capital savings over the coming years.

Key Responsibilities:

- Working with key stakeholders to assist in identifying their needs and

possible approaches to achieve the best outcomes

- Support the procurement of commercial arrangements in a way that meets the needs of schools and CSMC
- Working with successful suppliers and stakeholders to ensure that contracts are managed in a way that provides easy and efficient access.
- Responsible for implementing contract support arrangements with providers, setting, monitoring and collecting contract uptake targets, working with stakeholders to implement marketing initiatives, monitor and report savings and support any analysis.
- Providing data to the Strategic Supplier Relationship Management and the Data Intelligence teams to support their function.

Essential:

- A minimum of 5 years of procurement experience
- Experience of major (£10m+) construction project procurement
- Experience of contract and supplier management

Desirable:

- CIPS qualified
- Working knowledge of public sector procurement (including frameworks)
- Category management experience
- Education sector experience

Additional Info:

Applicants should be aware that this role is in scope to move to sit within the Government Commercial Organisation (GCO) from June 2019. While the GCO is the central employer of senior Commercial staff across all central government departments, the role content and accountability will not change as a result and the position will continue to sit within DfE following transition to GCO.

This is a nationwide campaign with roles in Sheffield, Manchester and Coventry. Candidates should be aware that they will be required to attend a full-day assessment centre in London as part of the recruitment process. Full briefing materials and instructions will be provided.

Applicants achieving an A at a GCF Assessment and Development Centre (ADC) will be invited to interview. Applicants achieving a B will be considered

for invitation to interview. This decision will be taken by the panel taking into account application and report outcomes.

Applicants who have already attended an ADC and not achieved an A or B must be eligible to re-sit (in line with re-assessment policy).

Expenses incurred by candidates during the recruitment process will not be reimbursed by the Department except in exceptional circumstances and only when agreed in advance.

Background to the Commercial Function

The Civil Service is one of the biggest and most complex employers in the UK employing over 400,000 Civil Servants serving both Ministers and the public to deliver the priorities of the Government of the day. These include major projects with a lifecycle cost of around £500bn, as well as programmes and services that affect everyone in the United Kingdom. The annual spend is c. £45bn per annum with a range of suppliers including Small and Medium Enterprises.

Following issues with some major contracts and key suppliers, the Civil Service has committed itself to dramatically improving its commercial performance. This has included establishing a Commercial Function that will operate with, and in support of, departments. A new, senior, Government Chief Commercial Officer has recently been appointed from the private sector to head up the Commercial Function. This is also aligned with the first set of Commercial Standards published for Government in February 2016.

Commercial resources overseen by the function number some 4000 staff across Whitehall, and consists of:

- A number of core interlocking central teams working together on Policy, Standards and Continuous Improvement, Complex Transactions, Markets and Suppliers (that will build pan-government relationships with key suppliers) and Commercial Capability
- Colleagues in the Commercial Directorates within Departments and Agencies, and
- The Crown Commercial Service, a trading fund sourcing common goods and services for the Civil Service and the Wider Public Sector

The Commercial Function is led by Gareth Rhys Williams, the Government

Chief Commercial Officer (GCCO). He reports directly to the Chief Executive of the Civil Service, John Manzoni.

GCO (Government Commercial Organisation)

As a valued employee of the Government Commercial Organisation (GCO), you will have access to all the benefits the centre has to offer; including flexible working, generous benefits, Career Coaches, Mentors, L&D, a Commercial College, active talent management and, most importantly, access to commercial projects that will far exceed the scale and complexity on offer elsewhere in the UK.

The role will require regular travel to other DfE sites.

Competencies

We'll assess you against these competencies during the selection process:

- Achieving commercial outcomes
- Delivering at pace
- Collaborating and partnering
- Managing a quality service

[Civil Service Competency Framework](#)

Benefits

Pensions

[Civil Service pension schemes](#) may be available for successful candidates.

Benefits

As a member of the DfE, you will be entitled to join the highly competitive Civil Service Pension Scheme, which many experts agree is one of the most generous in the UK.

You will have 25 days leave, increasing by 1 day every year to a maximum of 30 days after five years' service. In addition, all staff receive the Queen's Birthday privilege holiday and 8 days' bank and public holidays.

We offer flexible working arrangements, such as job sharing, term-time working, flexi-time and compressed hours, along with excellent childcare benefits.

As an organisation that exists to support education and lifelong learning, we offer our staff excellent professional development opportunities.

Applicants currently holding a permanent post in the Civil Service should note that, if successful, their salary on appointment would be determined by the Department's transfer / promotion policies.

Allowances

This post may attract a procurement allowance of £1,500 per annum for successful applicants holding the CIPS foundation qualification OR £4,000 per annum for successful applicants holding the full MCIPS qualification.

Successful candidates will need to supply evidence of CIPS qualifications in order to receive the allowance once in post.

Alternatively, the successful candidate will need to complete their study to achieve the qualification within an agreed reasonable timeframe. On achievement of the qualification, the procurement allowance will be paid at the above rates.

Things you need to know

Security

Successful candidates must pass basic security checks.

Nationality statement

Candidates will be subject to UK immigration requirements as well as Civil Service nationality rules.

If you're applying for a role requiring security clearance please be aware that foreign or dual nationality is not an automatic bar. However certain posts may have restrictions which could affect those who do not have sole British nationality or who have personal connections with certain countries outside the UK.

Selection process details

This vacancy is using the Civil Service Competency Framework. Guidance on writing competency examples is available: [A brief guide to competencies](#)

As part of the application process you will be asked to complete a CV and personal statement. Your personal statement should demonstrate, in no more than 1,000 words, how your skills, experience and qualifications meet the Essential and Desirable skills listed in the job description. Further details will be provided as part of the application process.

Applications will be scored against the Essential and Desirable skills.

If we receive a large number of applications, an initial sift will be carried out on your ability to demonstrate:

- A minimum of 5 years of procurement experience
- Experience of major (£10m+) construction project procurement

In this scenario, only those candidates passing the initial sift would move on to the full sift stage.

Candidates that successfully pass the sift will be invited to attend a full-day assessment centre in London as part of the recruitment process. Full briefing materials and instructions will be provided.

Candidates that successfully pass the Assessment and Development Centre will be invited to a competency-based interview. At interview, you will be assessed against the following competencies listed below:

- Achieving commercial outcomes
- Delivering value for money
- Collaborating and partnering
- Managing a quality service

Feedback will only be provided if you attend an interview or assessment.

Nationality requirements

Open to UK, Commonwealth and European Economic Area (EEA) and certain non EEA nationals. Further information on whether you are able to apply is available [here](#).

Eligibility

Candidates in their probationary period are eligible to apply for vacancies within this department.

Working for the Civil Service

The [Civil Service Code](#) sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles](#).

The Civil Service embraces diversity and promotes equality of opportunity. There is a guaranteed interview scheme (GIS) for candidates with disabilities who meet the minimum selection criteria.

Terms & Conditions

Please see attachment below for the DfE's terms & conditions.

Apply and further information

Contact point for applicants

For further information on this vacancy please email: dfepenna.com or call 0800 049 6798

Sift/interview dates and location

Sift and interview dates to be confirmed. Interview Location to be confirmed.

If successful and transferring from another Government Department a criminal record check maybe carried out.

Further information

Candidates will provide a personal statement instead of completing competencies.

A reserve list may be held for a period of 12 months from which further appointments can be made.

Applicants who are successful at interview will be, as part of pre-employment screening subject to a check on the Internal Fraud Database (IFD). This check will provide information about employees who have been dismissed for fraud or dishonesty offences. This check also applies to employees who resign or otherwise leave before being dismissed for fraud or dishonesty had their employment continued. Any applicant's details held on the IFD will be refused employment.

Terms and conditions of candidates transferring from ALBs and NDPBs;

1. Bodies that are not accredited by the Civil Service Commission and are not able to advertise on Civil Service jobs will be treated as external new starters and will come into DfE on modernised terms and conditions with a salary at the band minimum.
2. Bodies that are accredited by the Civil Service Commission but do not have civil service status will be offered modernised terms and will not have continuous service recognised for leave or sickness benefits. Salaries will be offered at band minima, but there is some flexibility where this would cause a detriment to the individual.
3. Bodies that are accredited by the Civil Service Commission and do have Civil Service status will be treated as OGD transfers. Staff appointed on lateral transfer will move on to pre-modernised DfE terms and staff appointed on promotion will move on to modernised DfE terms. Salaries will transfer over, but be capped at the DfE band maximum.

Reasonable adjustment

If a person with disabilities is put at a substantial disadvantage compared to a non-disabled person, we have a duty to make reasonable changes to our processes.

If you need a change to be made so that you can make your application, you should:

- Contact Government Recruitment Service via dferecruitment.grs@cabinetoffice.gov.uk soon as possible before the closing date to discuss your needs
- Complete the "Assistance required" section in the "Additional requirements" page of your application form to tell us what changes or help you might need further on in the recruitment process. For instance, you may

need wheelchair access at interview, or if you're deaf, a Language Service Professional

DfE currently offer both a Salary Sacrifice and an enhanced "Salary Plus" childcare voucher scheme to support employees with childcare costs. "Salary Plus" will be open to employees who join DfE prior to 2 May 2018, but will close to new entrants who haven't made an application to the scheme by this date. Salary sacrifice will be open to staff until October 2018. Any move across the Civil Service on or after October 2018 may have implications on an employee's ability to carry on claiming childcare vouchers.

The Department for Education's recruitment processes are underpinned by the Civil Service Commissioner's Recruitment Principles, which outlines that selection for appointment is made on merit based on fair and open competition.

If you feel your application has not been treated in accordance with the values in the Civil Service Code and/or if you feel the recruitment has been conducted in such a way that conflicts with the Civil Service Commissioner's Recruitment Principles, you may make a complaint, by contacting the Central Recruitment Team at the following address
CentralRecruitment.Operations@education.gov.uk

If you are not content with the outcome of your complaint you have the right to complain to the Civil Service Commissioners.

Department for Education do not cover the cost of travel to your interview/assessment unless otherwise stated.

For more information regarding our roles, please visit our website at www.makeyourimpactDfE.co.uk

Follow link to apply

<https://bit.ly/2Dz3mWV>



