

Category Manager - Commercial Delivery

Department for Education

Closing date: 6 Dec 2018



Reference number

1609222

Salary

£48,493 - £55,912

Grade

Grade 7

Contract type

Permanent

Business area

Operations Directorate - Commercial

Type of role

Commercial
Operational Delivery

Procurement and Contracts Management
Project Delivery
Strategy

Working pattern

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

Hours

37

Number of posts

36

Location

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

About the job

Job description

Who we are

The Department for Education is responsible for education and children's services in England. We work to achieve a highly educated society in which opportunity is equal for children and young people, no matter what their background or family circumstances.

Our responsibilities

- Teaching and learning for children in the early years and in primary schools
- Teaching and learning for young people under the age of 19 years in secondary schools and in further education
- Supporting professionals who work with children and young people
- Helping disadvantaged children and young people to achieve more
- Making sure that local services protect and support children.

Approximately £23.5bn of the Department's expenditure is managed through commercial arrangements (grants and contracted third party spend – including capital spend and schools funding). We deal with a wide and diverse range of external suppliers and grant recipients across the private/public sectors and Voluntary & Charitable Sector (VCS).

This leadership position is based within the Department's commercial function, where we have a set of ambitious and exciting commercial challenges: -

We are leading the delivery of commercial reform both within the Department and across the school's sector.

We are transforming the way in which we deliver a commercial service within the Department and its Executive Agencies. We are moving towards more direct leadership and delivery of the Department's most complex and strategic commercial projects through the implementation of end-to-end Category Management. This will deliver improved commercial outcomes, drive value for money, embed a stronger commercial focus, reduce commercial risk and improve commercial capability across the Department.

To be one of the best commercial functions in government we need to recruit the best people. The commercial function operates four categories with responsibility for a broad portfolio of activity spanning policy development and operational delivery. You could be placed in any one of these categories.

The Social Care, Mobility and Disadvantage category works with a range of specialist children's services providers and charities in the areas of social work reform, adoption, fostering, child protection, Local Authority children's services interventions, special educational needs and supporting disadvantaged children.

The Higher Education and Further Education category brings together the key policy areas of post-Sixteen education including the oversight of the Higher and Further Education sectors; developing Skills and Lifelong Learning policy; delivery of technical education reform and reform of apprenticeships; along with the sponsorship of the Office for Students, the Student Loans Company and Institute for Apprenticeships. Recently, for example, the commercial team have supported the delivery of the National Careers Service, European Social Fund and Institutes of Technology exercises.

The Early Years and Schools category supports the delivery of curriculum development, school workforce capacity and capability, delivery of teachers' pay terms and conditions; safeguarding of pupils alongside other measures to grow system capacity, leadership and governance. Currently, for example, the team are working with the Standards and Testing Agency to secure the development and operational delivery of statutory testing and assessment.

The Operations category is responsible for the main corporate functions within the department including ICT Hardware, Software (Support & Solutions), Digital Services and professional services. Recently, the team have supported the delivery of the department's Technology Modernisation programme.

The Role:

This is a unique opportunity to work within the DfE's Commercial Function with a leading role in one of the high profile and high business impact categories. As a Category Lead, you will play a critical role in supporting the development of category strategies.

You will work with the Senior Category Lead to define and deliver the category strategy. This includes responsibility for supplier management, understanding and sourcing customer requirements, executing the procurement of goods and services and providing commercial contract management. You will be accountable for ensuring that we achieve value for money from our category spend, that we deliver, track and report savings, and that we build strong and productive relationships with our key suppliers.

You will work directly with the business and with suppliers in the delivery of a seamless end-to-end category model and be exposed to an exciting, challenging and diverse range of commercial challenges. Key to this will be building strategic relationships and leveraging your influencing and analysis skills to identify and deliver the best commercial outcomes.

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 with DfE following transition to GCO.

Key Responsibilities:

This is a challenging and exciting leadership role with real accountability, driving development, teamwork and a cohesive, positive mind-set to deliver great commercial outcomes:

- Contribute to the creation and delivery of world-class, market leading category strategy which manages and develops supply markets to meet current and future DFE needs
- Lead on procurements that conform to DFE procurement procedures and which comply fully with EU procurement law, DFE commercial policy, and assurance processes.
- Quickly gain a deep understanding of the supply market, category, and business context. Use this knowledge to monitor markets to proactively identify commercial opportunities that deliver most value.
- Manage the lifecycle of large, complex contracts and grants (existing and new) across all relevant categories, and the Commercial management of key suppliers.
- Act as a source of expert market knowledge, insight and advice to customers, working with them to understand requirements and define optimal commercial strategies that are aligned to suppliers and supply markets and deliver long term value and efficiencies.
- Maintain strong relationships between the business area and commercial. Manage and agree priorities and maintain an up to date procurement pipeline.
- Contribute to Strategic Supplier Relationship Management including the development of Supplier Action Plans to agree performance improvement goals, identification and delivery of savings initiatives and innovation opportunities
- Develop and deliver procurement savings plans for specific categories in collaboration with the customer ensuring quantifiable cashable efficiencies are identified, prioritised, delivered and reported
- Be accountable for the selection and implementation of appropriate commercial models to achieve DFE strategy and goals, and encourage supportive supplier behaviour.
- Ensure that commercial risks are identified and managed at all stages of the procurement, and that ongoing risks are transferred into contract management.
- Lead negotiations of high value DFE procurements and contracts.
- Use an e-procurement system to effectively manage and capture data on end to end Category Management Activity
- Responsible for competitions delivered by the team, ensuring accurate,

comprehensive and transparent analysis, with recommendations to senior decision makers based on whole life costs that maintain full business ownership of the commercial outcomes.

- Provide continuity through a planned transition from tendering/contract award to contract management, which protects commercial gains and knowledge, manages risk, and ensures necessary resources and budgets are in place to appropriately manage the contract and maintain the expected value for money over the full contract term.
- Responsible for line management of staff and maintain a key role in coaching and developing staff within the function
- Actively contribute to the DFE commercial team by identifying and implementing improvements to DIT commercial processes, systems and skills.
- Undertake procurement work in other category teams, or contract management work as required, to balance workload across the DFE commercial team.

You will be required to lead, drive and support your teams, the function and our customers through change, building a culture of continuous improvement, and providing high quality support to leadership

You will need to bring a commitment to high standards, excellent influencing and relationship management skills, and clear, incisive thinking to bear on a range of areas relating to the department's most important priorities.

Essential Criteria:

To be successful, candidates will need to demonstrate capability against the following criteria:

- Ideally MCIPS qualified with significant procurement and commercial experience (if you do not have MCIPS you will be expected to work towards them upon starting your post).
- Significant evidence of the successful design and delivery of holistic end-to-end strategic category plans and commercial strategies
- Evidence of leading teams at a strategic level in large-scale complex organisations, supporting and enabling transformational change
- Ability to quickly gain the respect of, and buy in from staff and stakeholders at all levels, exhibiting traits of a collaborative and engaging leader with a strong change / delivery focus
- A track record of achieving strong results through successfully building

capability at all levels of a commercial function

- Experience of influencing key stakeholders and suppliers at a senior level within a highly complex, fast moving, commercially-focused environment

This is a nationwide campaign with roles in Sheffield, Darlington, 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.

Competencies

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

- Leading and communicating
- Building capability for all
- Delivering at pace

[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 annual leave entitlement, 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.

Things you need to know

Security

Successful candidates must pass a disclosure and barring security check.

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 your application, you will be asked to complete a CV and a personal statement (maximum 1,000 words) which will be assessed against the role description and essential criteria detailed in the job advert.

If a large number of applicants apply, we will undertake an initial sift on the essential criteria, as outlined above.

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 asked to provide examples to demonstrate how you meet the following competences:

Competencies required from Professional Standards

- Business Acumen and Commercial Judgement – Level CL
- Leadership Skills and Capability – Level CL
- Strategy and Policy Development – Level CL
- Understanding Needs and Sourcing Options – Level CL
- Procurement Process – Level CL

Competencies required from the Civil Service Competency Framework

- Leading and Communicating – Level 4

- Building Capability for All – Level 4
- Delivering at Pace – Level 4

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. Those candidates invited to assessment will be provided with sufficient notice

of confirmed dates.

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

Further information

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

New entrants are expected to join on the minimum of the pay band.

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 at Across Government 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 should be offered at band minimum, 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 (unless they were on modernised terms in their previous organisation). Staff appointed on promotion will move on to modernised DfE terms. Staff will transfer over on their existing salary (on lateral transfer) and any pay above the DfE pay band maximum will be paid as a mark time allowance. Staff moving on promotion

will have their salaries calculated using the principles set out in the attached OGD transfer supplementary information.

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.

The Department for Education’s recruitment processes are underpinned by the Civil Service Commissioners 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 Commissioners 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 on our roles, please visit our website at www.makeyourimpactDfE.co.uk

Follow link to apply

<https://bit.ly/2T77thA>

