

Commercial Data Manager

Department for Education

Closing date: 6 Dec 2018



Reference number

1609213

Salary

£35,497 - £39,114

Grade

Senior Executive Officer

Contract type

Permanent

Business area

Operations Directorate - Schools Commercial

Type of role

Business Management and Improvement
Commercial
Digital
Information Technology

Knowledge and Information Management
Strategy

Working pattern

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

Hours

37

Number of posts

1

Location

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 Group 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 Directorate

- 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 Schools Commercial, supporting a schools buying strategy.
- Commercial Directorate 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:

We are looking for an experienced, confident and motivated person to join the Schools Commercial Benefits Realisation Team. You will need to be adaptable, resilient and ready to undertake a diverse range of tasks. If this sounds like you, please read on.

The successful applicant must have experience of working in a fast-paced environment with excellent organisational and interpersonal skills with the ability to communicate in a non-technical manner.

In addition, we are looking for a candidate who is tenacious, has an eye for detail, is flexible and adaptable when responding to changing priorities and has excellent time management skills.

The successful applicant will get strategic insight and have exposure to the wider organisation.

This is a demanding but rewarding post and you will join a highly capable, dynamic and supportive team delivering schools transformation.

Key Responsibilities:

- Secure, manage and interpret external commercial data from a wide range of third parties.

- Set and manage targets for programme activity
- Lead, manage and report on Commercial Pipeline activities to Senior Leaders and to Category Leads ensuring the Commercial Operating Standards are met.
- Oversee and contribute to the development of current and future commercial system(s) data quality and accuracy to ensure robust reporting
- Lead on the commercial data strategy to ensure data for all current and future commercial activities can be captured and reported meeting the demands of a developing 'data driven' organisation.

Essential:

The ideal candidate will have

- Commercial record system usage and Commercial process user experience.
- The ability to apply the concepts of Commercial Pipeline and record systems to a developmental programme which engages a wide range of third parties.
- Experience of data handling and reporting requirements.
- Fantastic track record of customer engagement.
- Exquisite written and presentational experience to inform senior colleagues on commercial performance.
- Excel functionality

Desirable:

- Power BI knowledge
- SQL database

Additional Info:

This is an exciting time to join the Commercial Directorate at the Department for Education, with lots of great opportunities for staff at all levels to develop and progress. This role forms part of a large recruitment drive to transition the delivery of commercial activity to a category management model. If you want a new challenge and to be part of a supportive and innovative team, we want to hear from you.

To find out more about our ambition and the opportunities we are creating, please download the candidate pack.

The role will involve regular travel to other DfE sites.

Competencies

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

- Achieving commercial outcomes
- Leading and communicating
- Managing a quality service
- Changing and improving
- Collaborating and partnering

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.

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 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 person specification 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 a competency-based interview. At interview, you will be asked to provide examples to demonstrate how you meet the following Civil Service competences:

- Achieving Commercial Outcomes
- Leading and Communicating
- Managing a Quality Service
- Changing and Improving
- Collaborating and Partnering

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.

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.

Apply and further information

Contact point for applicants

For further information on this vacancy please email dfc@penna.com or call 0800 049 6798

Sift/interview dates and location

Whilst we will endeavour to meet the dates set out in the advert there may be occasions when these dates will change. Those candidates invited to assessment will be provided with sufficient notice of confirmed dates.

Further information

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

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.

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.

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.

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

Follow link to apply

<https://bit.ly/2PrgJ1S>

