

Strategic Supplier Relationship Policy Manager

Department for Education

Closing date: 6 Dec 2018



Reference number

1609209

Salary

£35,497 - £39,114

Grade

Senior Executive Officer

Contract type

Permanent

Business area

Operations Directorate - Commercial

Type of role

Commercial
Strategy

Working pattern

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

Hours

37

Number of posts

1

Location

Darlington, North East : 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 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 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:

We are looking for a Strategic Supplier Relationship Manager who will report to the Commercial Policy and Assurance Manager within Commercial Operations.

This role will be responsible for supporting the Commercial Policy Manager through effective liaison across the Department and cross-government, to deliver sustainable improvements in strategic supplier relationship management – to improve Value for Money, as well as reducing risk across DfE third party spend.

The successful candidate will:

- Support the Contract, Grant & Supplier Lead in the implementation of DfE's Commercial Transformation Programme in the development and implementation of the Strategic Supplier Relationship Management Policy.

Key Responsibilities:

- Participate in the cross-government contract management skills sub-group.
- Support the delivery of DfE's Strategic Supplier Relationship Management Programme and roll out across the DfE, including:
 - The implementation of the DfE Strategic Supplier Programme, driving improvement outcomes from DfE's strategic suppliers
 - Delivering improved outcomes with DfE markets and sectors including the Voluntary and Charitable Sector and capital/construction sector.

The successful candidate will also:

- Proactively embed DfE's Commercial Transformation through continuously building positive engagement with stakeholders, other professions and business areas to embed sustainable commercial culture change.
 - Support colleagues, stakeholders, peers and our customers through change.
 - 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.
 - Have excellent commercial awareness, analytical and investigative skills.
- You will be a self-starter, who works flexibly and at pace and has excellent people and project management skills.

Essential:

- Good operational leadership skills and experience of managing change in ways of working and embedding and measuring the impact of change.
- Good influencing and relationship management skills with multiple stakeholders, across locations.
- Effective performance management skills, including managing poor performance.
- The ability to quickly develop and manage effective working relationships at all levels, to set a clear direction, to lead and inspire others and to champion new ways of working.
- Ability to manage conflicting priorities
- The skills to actively build and maintain a proficient network of colleagues and contacts to achieve progress on, and delivery of objectives.
- The ability to work collaboratively, sharing information and building supportive relationships with colleagues and stakeholders, being able to challenge assumptions but work together to find solutions and compromises when that is necessary to progress objectives.
- The ability to engage with stakeholders and colleagues at all levels to generate commitment to goals.
- The skills to ensure relevant issues relating to Grant, contract and supplier management activity are effectively fed into strategy and big picture considerations.
- The ability to adopt a Government-wide perspective to ensure alignment of Grant, Supplier and Contract Management activity and policy.

Desirable:

MCIPS is desirable qualification or willingness to work towards MCIPS.

Additional Info:

This is an exciting time to join the Department for Education, with lots of great opportunities for staff at all levels to develop and grow. This role forms part of a large recruitment drive to transform the delivery of commercial activity. If you want a new challenge and to be part of a busy 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.

Travel between Departmental sites and other venues, including some overnight stays, will be required.

Competencies

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

- Collaborating and partnering
- Leading and communicating
- Changing and improving
- Seeing the big picture

[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.

To find out more, download the candidate pack attached to this advert.

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 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:

- Collaborating and partnering
- Leading and communicating
- Changing and improving
- Seeing the big picture

For more information on how to develop a CV and personal statement please refer to the candidate pack.

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

Email: dfc@penna.com

Phone: 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/2OEwT2I>

