

Kent County Council

Job Description: *Commercial Data & Insights Officer*

Directorate:	Chief Executive's Department
Unit/Section:	Commercial Standards & Improvement
Grade:	KSG
Responsible to:	Strategic Commercial & Procurement Lead

Purpose of the Job:

The Commercial Data and Insights Officer will support the development, improvement, and practical use of commercial data, reporting, and insight across KCC. The role will help ensure procurement, contract management, supplier, spend and transparency data is accurate, accessible and used to support informed decision-making, governance, statutory compliance, savings delivery, risk management and continuous improvement.

Working with the Commercial Data and Insights Lead, Commercial Standards and Improvement colleagues, Directorates, Finance, Analytics and other partners, the postholder will turn complex data into clear insight, dashboards, reports and recommendations that support commercial planning, performance reporting, Local Government Reorganisation preparation, and delivery of KCC's Commercial Strategy.

Main duties and responsibilities:

- Support the implementation of initiatives to ensure KCC uses data as a strategic asset to inform and improve procurement and contract management practice. As well as supporting the Commercial Data and Insights Lead, at their direction, this will also involve providing analytical support to officers undertaking commercial activity across KCC to help inform decision-making.
- Support the Commercial Data and Insights Lead to identify and analyse spend across KCC, the volume of purchasing, procurement and contract management activity across the Council, and the performance of KCC's key contracts, suppliers, categories and markets, to inform strategic decision-making, resource allocation and the management of key risks and issues facing the function.
- Support the development, maintenance and continuous improvement of commercial reporting, dashboards and analytical products, helping ensure commercial intelligence is accessible, accurate and used effectively to support decision-making across KCC.
- Support the Commercial Data and Insights Lead to gather data and information and undertake analysis to support the assessment of the overall effectiveness of the commercial function and benchmarking of performance against national best practice standards, particularly that linked to procurement performance, transparency obligations and continuous improvement activity
- Support the monitoring and evaluation of KCC's use of data and information as part of helping to ensure the use of such intelligence to inform and support commercial activity

is embedded across KCC, proactively championing the improved, user-led use of data and information via facilitated workshops, information sharing sessions and user support activities.

- Build and maintain professional working relationships and networks within KCC, including Directorates and the corporate analytics function, with such strong relationships supporting the effective use of data as a strategic asset to improve commercial practice across KCC.
- Manage and respond to day-to-day queries from KCC officers undertaking commercial activity, helping ensure they understand, interpret and apply key commercial data, reporting and insight effectively.
- Build and maintain professional working relationships and networks with commercial data, insight and policy colleagues from key partners, including other local authorities and the wider public sector, learning from and sharing best practice to inform KCC's approach.
- Act as a supportive member of the Commercial Standards and Improvement Team, helping ensure connections are maintained across the team, colleagues are supported, and driving positive cultural change through contributing ideas and inviting challenge.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: *Commercial Data & Insights Officer*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	• Educated to degree level or equivalent. • Relevant analytical, project management, business improvement or commercial qualification, or willingness to work towards one.
EXPERIENCE	• Experience of analysing quantitative and qualitative data and presenting findings in a clear and accessible way. • Strong organisational skills with the ability to manage competing priorities, maintain attention to detail and deliver work to agreed deadlines. • Strong oral and written communication skills with the ability to communicate complex data and information clearly and concisely to non-specialist audiences. • Good digital and data analysis skills, including strong Microsoft Excel skills and practical experience of developing or maintaining reports, dashboards or visualisations using tools such as Power BI.
SKILLS AND ABILITIES	• Strong analytical skills with the ability to quickly and easily understand and draw conclusions from quantitative and qualitative data and information. • Good project management and/or project support skills, including organisation, project planning/scheduling, facilitation, and supporting process change. • Interpersonal ability to work across professional and organisational boundaries within and outside the Council with the skills to take a partnership approach. • Strong oral and written communication skills with the ability to communicate complex data and information in a clear and concise way to non-specialist audiences.
KNOWLEDGE	• Knowledge of procurement, contract management, transparency requirements or public sector governance. • A good understanding of where in the commercial cycle data and information analysis is most valuable, why it is important and how it can support improved outcomes.
KENT VALUES AND CULTURAL ATTRIBUTES	Kent Values: • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all

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| | <ul style="list-style-type: none">• We are strong together by sharing knowledge• We are all responsible for the difference we make |
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Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making