

Kent County Council

Job Description: *Commercial Policy and Governance Lead*

Directorate:	Chief Executive's Department
Unit/Section:	Commercial Standards & Improvement Team
Grade:	KR11
Responsible to:	Commercial Standards & Improvement Manager

Purpose of the Job:

The Commercial Policy and Governance Lead will be responsible for developing and implementing KCC's commercial policies, procedures, governance and assurance framework. This will be a key enabler to ensuring the delivery of savings, value for money, improved service outcomes, and the mitigation of risk through effective procurement and contract management practice across KCC.

The postholder will work collaboratively across the Commercial Team, Directorates, and the Council's corporate policy, risk and assurance, legal, and finance functions to ensure commercial policy and governance arrangements align with KCC's strategic objectives and corporate requirements, related internal policies and procedures, public procurement regulations, transparency obligations, the social value agenda, and that they are understood and followed.

As a part of the Commercial Standards and Improvement Team, the postholder is expected to proactively identify and drive forward opportunities to improve commercial practice, innovation, and compliance across KCC with an approach to delivering their responsibilities that is outward-looking by default and that has regard for recognised best practice standards.

Main duties and responsibilities:

- Develop and lead on the implementation of KCC's commercial policy and governance arrangements, including KCC's contract and tender standing orders, the annual commercial pipeline process, procedures for those undertaking commercial activity to obtain the necessary approvals and/or waivers in line with KCC's commercial policies, managing governance boards that act as key decision points in the commercial cycle and supporting best practice and guidance notes.
- Lead on monitoring and recording cross-KCC compliance with KCC's commercial policies and procedures and public procurement regulations, helping to ensure these policies and procedures are embedded across KCC, including transparency obligations, reporting into the Commercial senior leadership team and, as required, other senior officers and Members.
- Support the senior leadership team in Commercial in assessing the overall effectiveness of the commercial function, leading on benchmarking the performance of the function against national best practice standards, maintaining

the risk and issue register for the commercial function, and identifying and implementing solutions to successfully tackle any major challenges identified.

- Support the senior leadership team in Commercial in the development of KCC's overall commercial strategy and plan, ensuring that the commitments made at this strategic level are appropriately reflected in KCC's commercial policies and procedures, and supporting standards.
- Develop and lead on the implementation of KCC's commercial assurance mechanisms, including informal officer and Member review panels and peer-to-peer forums and networks, which are primarily focused on identifying common challenges, generating solutions, and sharing best practice to continuously improve how commercial activity is undertaken across the Council.
- Horizon scanning for national legislative/policy developments and corporate policy changes to ensure that KCC's commercial strategy, policies, and procedures align with those requirements and commercial activity undertaken across the Council is done so in a legal and compliant manner.
- Build and maintain professional working relationships and networks within KCC, including with Directorates, and corporate policy, risk and assurance, legal, and finance functions, which will support the implementation of KCC's commercial governance and assurance mechanisms.
- Provide regular, timely, and well-formed professional advice to KCC officers undertaking commercial activity to help ensure they are aware of, understand how to navigate, adhere to, and are able to effectively benefit from KCC's commercial policy, procedures and governance and assurance mechanisms.
- Build and maintain professional working relationships and networks with commercial policy colleagues from key partners, including central government, the LGA, other local authorities, and the wider public sector, contributing to national, regional, and local conversations around effective commercial policy and governance, and learning from others to inform KCC's approach.
- Oversee and effectively manage supporting staff in the Commercial Standards and Improvement Team, providing clear direction and desired outcomes, while driving positive cultural change through empowering team members to develop and work as successfully as possible.

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 Policy and Governance Lead*

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	<p>Educated to degree level or equivalent.</p> <p>Commitment to continuing professional development.</p> <p>Achieved or working towards programme or project management qualification.</p> <p>Achieved or working towards CIPS Level 4 Diploma.</p>
EXPERIENCE	<p>Demonstrated experience of developing and successfully implementing governance arrangements and assurance mechanisms for an organisation.</p> <p>Demonstrated experience of developing and successfully implementing commercial and procurement policy, procedures, and best practice guidance.</p> <p>Demonstrated experience of establishing procedures to improve compliance within an organisational function or service of comparable complexity.</p> <p>Demonstrated experience of reporting on compliance with corporate or service specific policy and procedures and working with others to evaluate the overall performance of an organisational function or service.</p> <p>Line management and supervisory experience, which has included developing and supporting staff through times of change and ambiguity.</p> <p>Stakeholder management and partnership working experience across organisational boundaries that has involved encouraging compliance, holding individuals or teams to account, and promoting and sharing best practice.</p> <p>A proven track record of working effectively within a political environment, providing clear, balanced advice and guidance on governance and assurance requirements to achieve the organisation's corporate and service objectives.</p>
SKILLS AND ABILITIES	<p>Excellent policy development, implementation, and evaluation skills, including the ability to quickly understand</p>

	<p>complex requirements and ideas and to identify, develop, and implement solutions to difficult problems.</p> <p>Strong project management skills, including excellent organisation, project planning/scheduling, facilitation, and risk and issue management abilities.</p> <p>An ability to quickly understand complex requirements and ideas and to identify, develop, and implement solutions to difficult problems.</p> <p>Interpersonal ability to work across professional and organisational boundaries within and outside the Council with the skills to take a partnership approach.</p> <p>Strong influencing, negotiating and commercial acumen skills, underpinned by a good knowledge of different stakeholder interests.</p> <p>Strong oral and written communication skills with the ability to manage and communicate complex information in a clear, concise and compelling way.</p>
KNOWLEDGE	<p>An in-depth knowledge of legislation and national and local policy, particularly in relation to procurement and contract law and regulations.</p> <p>Knowledge of strategic sourcing, procurement, contracting and performance management in an organisation of comparable complexity alongside a good understanding of all aspects of the commercial cycle, including an awareness and understanding of widely recognised best practice.</p>
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • 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 • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best</p>

	<p>interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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