

## Kent County Council

### Job Description: *Commercial Policy & Governance Officer*

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<b>Directorate:</b>	<b>Chief Executive's Department</b>
<b>Unit/Section:</b>	<b>Commercial Standards &amp; Improvement</b>
<b>Grade:</b>	<b>KS G</b>
<b>Responsible to:</b>	<b>Strategic Commercial &amp; Procurement Lead</b>

#### **Purpose of the Job:**

The Commercial Policy and Governance Officer will be responsible for supporting the development and implementation of KCC's commercial policies, procedures, governance and assurance, and responsible procurement framework (focused on social value, supporting SMEs and VCSEs, and mitigating fraud and modern slavery risks). This will be a key enabler to ensure the delivery of savings, value for money, improved service outcomes, public value, and the mitigation of compliance risks through effective and responsible 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 help ensure commercial governance and assurance arrangements align with KCC's corporate requirements, are understood and followed, and support implementation and adherence to commercial policies and procedures and public procurement regulations, including transparency obligations and the responsible procurement agenda.

#### **Main duties and responsibilities:**

- Support development and implementation of KCC's commercial policies and procedures, including KCC's contract and tender standing orders and policies and approaches relating to social value, supporting SMEs and VCSEs, and the management of key supply chain risks. This involves undertaking research to inform their development, drafting and refining with direction from the Policy and Governance Lead, facilitating reviews, and supporting implementation planning.
- Lead on drafting and maintaining commercial best practice guidance notes, also helping to monitor compliance with commercial policies and procedures and procurement regulations. Collate and assess the information required to benchmark the performance of the commercial function against national best practice standards, maintaining awareness of the risk and issue register for the function, and implementing identified solutions to tackle key challenges.
- Support the implementation of commercial governance arrangements, including by coordinating the pipeline process, managing procedures for those undertaking commercial activity to obtain approvals and waivers required in KCC's commercial policies, and supporting governance boards that act as key decision points in the commercial cycle.

- Support on the implementation of KCC's wider commercial assurance mechanisms, including informal officer and Member review panels and peer-to-peer forums and networks, in addition to monitoring and evaluation of KCC's commercial policies and procedures. As a part of helping to ensure these policies and procedures are embedded across KCC, proactively identifying opportunities to improve, understand and communicate their impact.
- Horizon scanning for national legislative/policy developments and corporate policy changes to help ensure that KCC's commercial 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.
- Manage and respond to day-to-day queries from KCC officers undertaking commercial activity to help ensure they understand and are able to apply and follow KCC's commercial policy, governance and assurance arrangements.
- Build and maintain professional working relationships and networks with relevant colleagues from key partners, including other local authorities, the wider public sector, and SME/VCSE networks, contributing to regional, and local conversations around effective commercial governance and assurance, and learning from others to inform KCC's approach.
- Act as a supportive member of the Commercial Standards and Improvement Team, helping to 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.

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### Person Specification: *Commercial Policy & Governance Officer*

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<p>Educated to degree level or equivalent.</p> <p>Achieved or working towards programme or project management qualification.</p>
<b>EXPERIENCE</b>	<p>Demonstrated experience of supporting on the implementation of governance arrangements and assurance mechanisms for a function or service, including the effective coordination of governance and/or assurance boards.</p> <p>Demonstrated experience of supporting on the development and implementation of policy, procedures, and best practice guidance.</p> <p>Demonstrated experience of supporting on key programmes and/or projects, including project planning and project coordination experience.</p> <p>Demonstrated experience of monitoring, evaluating, and reporting on the impact of key programmes and/or projects.</p> <p>Communication and stakeholder engagement experience, working across a complex organisation if not also organisational boundaries.</p> <p>A proven track record of working effectively within a political environment, providing clear, balanced support on governance and assurance requirements to achieve the organisation's corporate and service objectives.</p>
<b>SKILLS AND ABILITIES</b>	<p>Good project management and/or project support skills, including organisation, project planning/scheduling, facilitation, and risk and issue monitoring abilities.</p> <p>Policy development, implementation, and evaluation skills, including the ability to undertake high quality research, support drafting, refining, and reporting, and planning for and coordinating the implementation of new initiatives.</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 oral and written communication skills with the ability to communicate complex information in a clear and concise manner.</p>
<p><b>KNOWLEDGE</b></p>	<p>Knowledge of legislation and national and local policy, particularly in relation to procurement and transparency obligations, social value, and supply chain risk.</p> <p>A good understanding of all aspects of the commercial cycle, including an awareness and understanding of widely recognised best practice.</p>
<p><b>KENT VALUES AND CULTURAL ATTRIBUTES</b></p>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile  <b>Curious</b> - constantly learning and evolving  <b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all  <b>Working Together</b> - building and delivering for the best interests of Kent  <b>Empowering</b> - Our people take accountability for their decisions and actions  <b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>