

NOTTINGHAMSHIRE POLICE

JOB DESCRIPTION

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| Job title: | Supplier & Contract Relationship Manager |
| Department/Location: | EMSCU |
| Responsible to: | Head of Supplier Services |
| Responsible for: | N/A |
| Date: | September 2014 |

JOB PURPOSE

To provide strategic and commercial direction to support the delivery of the Force's objectives by maximising opportunities to share best practice, contract negotiation and innovation.

To support and influence market development activities to raise the organisation's profile as a customer of choice by developing and maintaining professional working relationships between internal stakeholders and suppliers.

To lead activity and provide professional advice to maximise savings opportunities, innovation and performance improvement through the life of existing contracts.

PRINCIPAL ACCOUNTABILITIES

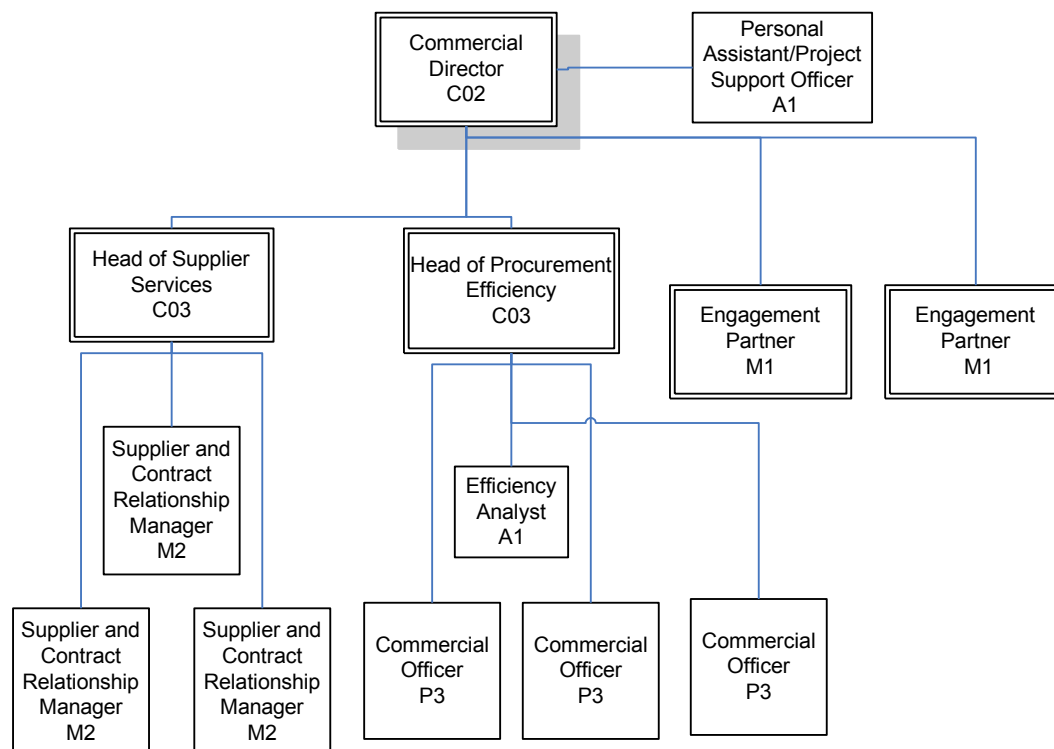
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| 1. | To provide direction and advice to internal and external stakeholders on the effective management of contracts and supplier relationships to ensure delivery of the strategic commercial strategy. |
| 2. | Develop and maintain new supplier relationships, growing existing relationships, managing and maintaining professional working practices between suppliers and senior internal stakeholders ensuring compliance with the recommendations from The H.M.I.C Inspections. |
| 3. | To lead on negotiations with existing suppliers to maximise contract potential post award ensuring activities are compliant with all internal and external policies, laws and regulations with the primary focus on delivering savings targets, income generation and innovation. |
| 4. | To undertake market engagement activities with suppliers and other organisations, gathering, analysing and disseminating supplier intelligence to promote business increasing regional and national reach |
| 5. | To develop and maintain the commercial awareness of stakeholders by |

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| | devising and delivering targeted training to enable improved contract management and innovation. |
| 6. | To manage complex projects from inception to ensure successful completion. |
| 7. | To be responsible for the development of partnerships and other commercial arrangements to ensure supplier ability to provide goods and services to the organisation in a timely manner. |
| 8. | To act as a catalyst for change in aligning business activity with the Force's goals |
| 9. | To lead and attend supplier review meetings to ensure contract performance, savings and innovation are prioritized and be the point of contact for escalation of contract issues. |
| 10. | To participate in the Force PDR process and take responsibility for identifying your own professional career development needs |

1 DIMENSIONS

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| Financial: | The post holder is responsible for ensuring the high performance of contracts resulting in achievement of savings targets, contract innovation and income generation across a complex £200 million business |
| Staff: | N/A |
| Sphere of activity: | The post holder will be responsible for the relationship management of identified suppliers, (approx 7,000) by developing professional working relationships between stakeholders and suppliers. In addition the post holder should identify and deliver on opportunities for cost savings and innovation on all existing contracts. There will be a requirement to work locally, regionally and nationally at organisational level and with other Government bodies. Responsibilities will include influencing local and regional market development and management. |
| Other: | N/A |

2 ORGANISATIONAL/DEPARTMENTAL CHART



3 ACCOUNTABILITY

Prepared by ____Ronnie Adams (Commercial Director)_____ (Post)

Signature _____Date_____

NOTTINGHAMSHIRE POLICE**PERSON SPECIFICATION**

Job Title: Supplier & Contract Relationship Manager

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| CRITERIA | METHOD OF ASSESSMENT |
|---|-------------------------------------|
| KNOWLEDGE AND EXPERIENCE <ul style="list-style-type: none">❖ Substantial post qualification experience in a senior commercial position and experience of applying EU procurement regulations, Contract Law and it's applications.❖ Substantial experience of managing complex projects across organisations and mitigating risks❖ Commercially astute with experience of developing mutually beneficial customer and supplier environment.❖ Experience of managing and developing diverse supply markets.❖ Substantial experience of managing contracts and challenging stakeholders with conflicting requirements within a wider political context.❖ Substantial working knowledge of UK and EU contract law | I I AF/I I AF/I AF/I |
| SKILLS AND ABILITIES <ul style="list-style-type: none">❖ Ability to ensure delivery of multiple commercial projects within conflicting timescales❖ Ability to think strategically, influencing senior managers within the organisation.❖ Ability to develop and maintain strong working relationships with senior staff across a broad range of commercial and government organisations, managing demand and conflict effectively❖ Ability to positively influence a broad spectrum of people at all levels of an organisation including multi agency partnerships and suppliers | I I I I |

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| <ul style="list-style-type: none"> ❖ The ability to be assertive and solution focused in order to influence suppliers to the organisations advantage. ❖ Excellent written and oral presentation skills to promote the Commercial Unit, explain complex policy and contract law ❖ Ability to think creatively in order to devise outcome focussed solutions. ❖ A positive, dynamic and flexible approach to change, and willingness to challenge existing practices ❖ Committed to own professional development | I I I I AF |
| EDUCATION/QUALIFICATION <ul style="list-style-type: none"> ❖ MCIPS qualified or ability and commitment to work towards professional qualification ❖ Educated to degree level or equivalent experience | AF AF |
| OTHER <ul style="list-style-type: none"> ❖ Demonstrate a personal commitment to Equal Opportunities and championing Diversity. ❖ Willingness to travel within EM region and further afield as necessary ❖ Flexibility to meet changing demands of the team. ❖ Able to evidence and demonstrate The PROUD Values | I I I I |

ACCOUNTABILITY

Prepared by ___Ronnie Adams (Commercial Director)_____ (Post)

Signature_____Date_____

Key: AF – Application Form
I - Interview