

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Commercial Governance & Reporting Officer
<b>MANAGED BY:</b>	Senior Commercial Manager
<b>GRADE:</b>	8

### BACKGROUND

The West of England Combined Authority is seeking to appoint a Commercial Governance & Reporting Officer to join the Commercial team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

### THE ROLE

The Authority requires delivery of a diverse range of services. The diverse Procurement portfolio consists of multi-million pound transport and infrastructure programmes and professional services which support the organisation to achieve ambitious economic growth and investment outcomes in the region.

The Commercial Governance Officer works with the Senior Governance and Contract Management Lead, the Head of Commercial and CA teams to fulfil the obligations in accordance with the CA's delegated authority, Commercial Board and other Spend Controls processes that apply to spend on external goods and services. The role ensures the organisation has appropriate and proportionate scrutiny and approval of spend requests / commercial proposals to ensure they represent value for money and comply with the internal governance framework.

## KEY RESPONSIBILITIES

With matrix management for all permanent and interim Procurement roles. The purpose of this job is for the job holder to:

- Coordinate with the Commercial Team to adopt commercial policy and assurance, including the adoption of Cabinet Office Procurement Policy Notes, thus ensuring the organisation meets its obligations under the procurement legislation and case law.
- Managing the end-to-end process and provide the Secretariat function to effectively track and monitor full approvals through weekly Change Approval Meetings (CAM) and Commercial Board.
- Work with colleagues in responding to general commercial governance queries from the organisation and commercial team and act as a subject matter expert.
- Manages and tracks approvals within stringent service-level agreements.
- Working with the Commercial team to ensure all approvals evidence and other documentation is stored on SharePoint or other nominated commercial systems
- Responsible for managing the operation and co-ordination of Boards, including diary management, preparing Board packs and creating and distributing minutes.
- Ensure effective delivery off the development of and maintaining Governance Standard Operating Procedures
- The successful candidate will ensure approvals for all relevant cases are thoroughly triaged and considered by the appropriate Approvals Board, to enable the organisation to deliver against its priorities.
- Extracting reports from various systems and processes including Dashboard report management, Commercial Board reporting, CAM report
- Provide governance, leadership and management whilst demonstrating WECA values to Technical Procurement Specialists on Transport and Infrastructure projects.
- Works with the Senior Governance and Contract Management Lead to prepare and input to papers for Commercial Board, Corporate Leadership

Team and CEO'S with regard to all things Procurement.

- Work with the Senior Governance and Contract Management Lead in advising the Monitoring Officer on amends and updates to the Contract Standing Order / Constitution. Coordinate with the Commercial team and manage the development and changes to policies and procedures.
- Manages on behalf of the commercial team the process for responding to all FOI requests and maintains a log of all FOI's received.
- Works with the Senior Governance and Contract Management Lead in responding to Procurement challenge whether through FOI or otherwise, advise to protect the organisation from potential legal challenge and escalate challenges.
- To take ownership for the monitoring and management of Commercial Teams' ICT Solutions, working alongside key ICT partners within the CA, throughout their lifecycle and to ensure their timely completion within agreed SLA's.
- To be the link between the Commercial Team and ICT partners, providing operational support and assistance, as necessary.
- To ensure the operational integrity of the ICT applications within the team (and any integrations) in accordance with agreed service levels, operating controls, and any adherence to Government Codes of Connections, taking actions as necessary in pursuit of this to ensure that all operational controls and procedures are in place, documented and updated as required.
- Take initiative in keeping skills updated within the team, documenting processes and processes staying abreast of current/emerging technologies and trends.
- Challenge in a healthy and robust manner when appropriate to ensure the organisation remain compliant to regulation and internal policies to advise of risks and mitigations.

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Educated to degree level or equivalent.
- Good working knowledge of and be able to interpret procurement regulations, contract standing orders, the permitted
- Support the Senior Commercial Manager in on complex and

challenging discussions at all grades across the organisation, its constituent authorities and wider peers

- Have an understand of procurements role to support compliance in the organisation

## Experience

- Experience of leading and interacting with senior internal and external stakeholders to successfully deliver large scale and high-risk procurements from end to end for complex infrastructure programmes
- Experience in presenting recommendations
- Experience of working in a complex stakeholder environment and demonstrated ability to develop and maintain effective working relationships even when faced with conflicts or challenging environments
- Experience of support the establishment and management of policies.
- Working collaboratively to identify and deliver complex programmes in a multi stakeholder political environment.
- Experience of supporting the embedding of organisational change through focused project delivery.
- Reviewing and influencing internal policies and procedures to operate as flexibly as possible within a heavily regulated and high-risk function.
- Experience of Microsoft365 Applications, including Word, Excel, Teams and SharePoint
- Experience of Local Government key applications and/or working knowledge of modern Software-as-a-Service (SaaS) solutions (administrative, operational and strategic)

## Skills and Competencies

- Excellent interpersonal skills, with an ability to manage team members and external stakeholders effectively
- Flexible and agile with the ability to respond at pace to competing demands
- Excellent problem-solving and analytical skills
- Keen interest in utilising and supporting systems and technology solutions
- Highly organised and structured.
- Excellent time management with an ability to meet assigned deadlines
- Ability to build long-lasting work relationships based on trust with colleagues and external partners (e.g., suppliers and peers) at all levels, from strategic to operational, with a focus on excellent customer service
- Excellent customer service skills.
- Articulate & methodical approach to problem solving.
- Ability to absorb complex technical information and communicate effectively at all levels to both technical and non-technical audiences.
- Excellent interpersonal skills, both verbal and written.
- Conveying information and arguments clearly, improving understanding and fostering engagement and support.

- Ability to assimilate new information quickly and accurately or look for supportive information when outside of the areas of expertise of the job holder.

## DESIRABLE

### *Qualifications and Knowledge*

- Willing to work towards MCIPS Qualification
- Exposure of working in a Local Authority landscape
- Understanding of the Social Value Act and delivery mechanisms

## REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all the latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

*As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.*

## WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £15.17 - higher than the government minimum for over 23s, currently £10.42 per hour



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

## WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.

The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.

