



Department  
for Education

## Commercial Lead – Category Manager (Capital)

**Closing date:** 21 March 2019

**Department for Education**

**Business Area:** Commercial Directorate, Commercial and Supplier Management (Capital), Operations Group

**Grade:** Grade 7

**Salary:** £48,493 - £55,912 GRADE 7 National

**Working pattern:** Flexible working, Full-time, Job share, Part-time

**Contract type:** Permanent

**Number of posts:** Multiple

**Hours:** 37

**Location:**

Manchester, Coventry, Darlington, Sheffield

Remote workers attached to one of these sites may be considered. Travel from home to designated office expenses will not be paid.

### About the job:

Do you want to help to make a difference to children's everyday experience of going to school?

The Department for Education is one of the largest public sector construction clients in England. With a capital budget of £23.5bn to 2020-21, and over 600 school building projects, the scale of the challenge is significant but the potential impact is second to none. Our work is every bit as complex and commercially challenging as any you'll find in the private sector, but it's a great feeling to know that we're doing this for a purpose, not for a profit.

We're responsible for providing children and young people with the lifelong learning they deserve. It's a passion that's fuelling positive change as we aim to build a world-class commercial directorate and enhance our workforce with fresh talent. We're working on complex, high-value contracts that will create tangible results for schools, colleges, universities and young people across the country. Perhaps you'll have the skills and ambition we need to join us.

### Commercial and Supplier Management (Capital)

The Commercial and Supplier Management (Capital) (CSMC) division develops the strategy and tools to allow DfE's capital programme teams (and wider school bodies, at their discretion) to efficiently provide or maintain school capital assets.



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## The Role

To support its drive to improve efficiency, the CSMC Division is setting up a new team to provide end-to-end category management. Up to 10 Category Managers will report to the Head of Category Management and implement the category management strategy and associated contract and supplier management.

The Category Managers will need to work closely with colleagues in the Commercial and Capital Directorates and will be required to work with a range of external organisations and stakeholders, to develop VfM outcomes and support the divisions target of delivering 10% capital savings over the coming years.

Category Managers will need to have strong commercial skills as well as category management and contract and supplier management experience.

### **Key Responsibilities:**

- Working with key stakeholders to assist in identifying their needs and possible approaches to achieve the best outcomes
- Support the procurement of commercial arrangements in a way that meets the needs of schools and CSMC
- Working with successful suppliers and stakeholders to ensure that contracts are managed in a way that provides easy and efficient access.
- Responsible for implementing contract support arrangements with providers, setting, monitoring and collecting contract uptake targets, working with stakeholders to implement marketing initiatives, monitor and report savings and support any analysis.
- Providing data to the Strategic Supplier Relationship Management and the Data Intelligence teams to support their function.

### **Essential:**

- A minimum of 5 years of procurement experience
- CIPS qualified
- Category management experience
- Experience of contract and supplier management

### **Desirable:**

- Experience of major (£10m+) construction project procurement
- Working knowledge of public sector procurement (including frameworks)
- Education sector experience

### **Additional Info:**

To find out more about the opportunities available, visit [www.makingcommercialmatterdfe.co.uk](http://www.makingcommercialmatterdfe.co.uk)

The role will require regular travel to other DfE sites.



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This is a nationwide campaign with roles in Sheffield, Manchester, Darlington and Coventry. Candidates should be aware that they will be required to attend a full-day assessment centre in London as part of the recruitment process. Full briefing materials and instructions will be provided.

Applicants achieving an A at a GCF Assessment and Development Centre (ADC) will be invited to interview. Applicants achieving a B will be considered for invitation to interview. This decision will be taken by the panel, taking into account application and report outcomes.

Applicants who have already attended an ADC and not achieved an A or B must be eligible to re-sit (in line with re-assessment policy).

Expenses incurred by candidates during the recruitment process will not be reimbursed by the Department except in exceptional circumstances and only when agreed in advance.

### **Who we are**

The Department for Education is responsible for education, children's services, higher and further education policy, apprenticeships and wider skills in England, and equalities. We work to achieve a highly educated society in which opportunity is equal for all, no matter what their background or family circumstances.

**Commercial Directorate** sits within the department's Operations Group and is the Commercial Function within the Department for Education. The Directorate's purpose is to ensure that all commercial and procurement activity supports the Department's priorities and delivers outstanding value for money. It also exists to proactively develop commercial solutions for the wider education sector that reduce waste in procurement and release funds for the front line.

### **Background to the Government Commercial Function**

The Civil Service is one of the biggest and most complex employers in the UK employing over 400,000 Civil Servants serving both Ministers and the public to deliver the priorities of the Government of the day. These include major projects with a lifecycle cost of around £500bn, as well as programmes and services that affect everyone in the United Kingdom. The annual spend is c. £45bn per annum with a range of suppliers including Small and Medium Enterprises.

Following issues with some major contracts and key suppliers, the Civil Service has committed itself to dramatically improving its commercial performance. This has included establishing a Commercial Function that will operate with, and in support of, departments. A new, senior, Government Chief Commercial Officer has recently been appointed from the private sector to head up the Commercial Function. This is also aligned with the first set of Commercial Standards published for Government in February 2016.

Commercial resources overseen by the function number some 4000 staff across Whitehall, and consists of:

- A number of core interlocking central teams working together on Policy, Standards and Continuous Improvement, Complex Transactions, Markets and Suppliers (that



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will build pan-government relationships with key suppliers) and Commercial Capability

- Colleagues in the Commercial Directorates within Departments and Agencies, and
- The Crown Commercial Service, a trading fund sourcing common goods and services for the Civil Service and the Wider Public Sector

The Commercial Function is led by Gareth Rhys Williams, the Government Chief Commercial Officer (GCCO). He reports directly to the Chief Executive of the Civil Service, John Manzoni.

Applicants should be aware that this role is in scope to move to sit within the Government Commercial Organisation (GCO). While the GCO is the central employer of senior Commercial staff across all central government departments, the role content and accountability will not change as a result and the position will continue to sit within DfE following transition to GCO.

### **GCO (Government Commercial Organisation)**

As an employee of the Government Commercial Organisation (GCO), you will have access to all the benefits the centre has to offer; including flexible working, generous benefits, Career Coaches, Mentors, L&D, a Commercial College, active talent management and, most importantly, access to commercial projects that will far exceed the scale and complexity on offer elsewhere in the UK.

#### **Benefits:**

As a member of the DfE, you will be entitled to join the highly competitive Civil Service Pension Scheme, which many experts agree is one of the most generous in the UK.

You will have 25 days leave, increasing by 1 day every year to a maximum of 30 days after five years' service. In addition, all staff receive the Queen's Birthday privilege holiday and 8 days' bank and public holidays.

We offer flexible working arrangements, such as job sharing, term-time working, flexi-time and compressed hours, along with excellent childcare benefits.

As an organisation that exists to support education and lifelong learning, we offer our staff excellent professional development opportunities including 5 paid days per year for learning activities.

You will also have access to an employee discounts scheme covering healthcare, retail, and recreational activities.

Applicants currently holding a permanent post in the Civil Service should note that, if successful, their salary on appointment would be determined by the Department's transfer / promotion policies.

To find out more about the benefits of becoming a member of the DfE, visit [www.makingcommercialmatterdfe.co.uk](http://www.makingcommercialmatterdfe.co.uk)

#### **Allowances:**



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This post may attract a procurement allowance of £1,500 per annum for successful applicants holding the CIPS foundation qualification OR £4,000 per annum for successful applicants holding the full MCIPS qualification.

Successful candidates will need to supply evidence of CIPS qualifications in order to receive the allowance once in post.

Alternatively, the successful candidate will need to complete their study to achieve the qualification within an agreed reasonable timeframe. On achievement of the qualification, the procurement allowance will be paid at the above rates.

### Things you need to know:

#### Security

Successful candidates must pass basic security checks.

#### Nationality statement

Candidates will be subject to UK immigration requirements as well as Civil Service nationality rules.

If you're applying for a role requiring security clearance please be aware that foreign or dual nationality is not an automatic bar. However certain posts may have restrictions which could affect those who do not have sole British nationality or who have personal connections with certain countries outside the UK.

#### Nationality requirements

Open to UK, Commonwealth and European Economic Area (EEA) and certain non EEA nationals. Further information on whether you are able to apply is available [here](#).

#### Eligibility

Candidates in their probationary period are eligible to apply for vacancies within this department.

#### Working for the Civil Service

The Civil Service Code sets out the standards of behaviour expected of civil servants. We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's recruitment principles. The Civil Service embraces diversity and promotes equality of opportunity. There is a guaranteed interview scheme (GIS) for candidates with disabilities who meet the minimum selection criteria.

#### Terms & Conditions

Please see attachment below for the DfE's terms & conditions.

#### Selection Process Details:

This vacancy is using [Success Profiles](#) and will assess your Behaviours, Experience and Technical skills.

#### Stage 1 – Application & Sift



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As part of the application process, you will be asked to complete a CV and a personal statement.

Your CV should cover details of education and professional qualifications, employment history, as well as giving details of relevant skills and experience.

Your personal statement (maximum 1,000 words) should include details of how you meet the essential criteria as detailed in the job description and person specification, including examples of evidence.

The first selection stage will be a paper sift of your CV and Personal Statement. You will be assessed based on your demonstration of the essential criteria for this role.

Candidates who pass the paper sift will be invited to a telephone screening. This is an opportunity for our recruitment team to better understand your suitability to the role to which you're applying. Please note this is a sifting stage of your application and you will need to pass this stage before progressing to the next stage. You will be asked to demonstrate your core experience against the principle criteria of the role to which you're applying. Please note your communication skills will also be assessed. This will also be an opportunity for you to ask any questions about the role, DfE and the process.

## **Stage 2 – Assessment and Development Centre**

Candidates that successfully pass the sift will be invited to attend a full-day Government Commercial Function assessment centre in London as part of the recruitment process. Full briefing materials and instructions will be provided.

In cases where there are a high number of applications the sift pass mark may be adjusted and candidates will be invited to Assessment and Development Centre in merit order, i.e. those scoring the highest.

Expenses incurred by candidates during the recruitment process will not be reimbursed by the Department except in exceptional circumstances and only when agreed in advance.

## **Stage 3 - Interview**

Candidates that successfully pass the Assessment and Development Centre will be invited to interview. At interview, you will be assessed using various assessment techniques aligned to the Civil Service Success Profiles.

You will be assessed using the following Success Profile Behaviours:

- Communicating and Influencing
- Managing a Quality Service
- Delivering at Pace

In addition, your technical skills will be assessed using the elements of the Government Commercial Function People Standards:

- Business Acumen and Commercial Judgement – Level CL
- Leadership Skills and Capability – Level CL
- Strategy and Policy Development – Level CL



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- Understanding Needs and Sourcing Options – Level CL
- Procurement Process – Level CL

See the [Government Commercial Function People Standards](#) for further information.

For more information on how to develop a CV and personal statement, please refer to the Candidate Pack attached.

Feedback will only be provided at interview stage.

### **Sift/Interview dates and location:**

**Sift scheduled:** end March

**Assessment and Development Centre scheduled:** Throughout April

**Interviews scheduled:** April/May

**Interview Location:** Manchester and/or Coventry

Whilst we will endeavour to meet the dates set out in the advert there may be occasions when these dates will change. Those candidates invited to assessment will be provided with sufficient notice of confirmed dates.

### **Apply and further information:**

#### **Contact point for applicants**

For further information on this vacancy please email: [dfc@penna.com](mailto:dfc@penna.com) or call 0800 049 6798

#### **Further information**

For more information regarding our roles, please visit our website at [www.makingcommercialmatter.co.uk](http://www.makingcommercialmatter.co.uk)

A reserve list may be held for a period of 12 months from which further appointments can be made.

Applicants who are successful at interview will be, as part of pre-employment screening subject to a check on the Internal Fraud Database (IFD). This check will provide information about employees who have been dismissed for fraud or dishonesty offences. This check also applies to employees who resign or otherwise leave before being dismissed for fraud or dishonesty had their employment continued. Any applicant's details held on the IFD will be refused employment.

Terms and conditions of candidates transferring from ALBs and NDPBs;

1. Bodies that are not accredited by the Civil Service Commission and are not able to advertise on Civil Service jobs will be treated as external new starters and will come into DfE on modernised terms and conditions with a salary at the band minimum.
2. Bodies that are accredited by the Civil Service Commission but do not have civil service status will be offered modernised terms and will not have continuous service recognised for leave or sickness benefits. Salaries will be offered at band minima, but there is some flexibility where this would cause a detriment to the individual.
3. Bodies that are accredited by the Civil Service Commission and do have Civil Service status will be treated as OGD transfers. Staff appointed on lateral transfer will move on to pre-modernised DfE terms and staff appointed on promotion will move on to modernised DfE terms. Salaries will transfer over, but be capped at the DfE band maximum.



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### Reasonable adjustment

If a person with disabilities is put at a substantial disadvantage compared to a non-disabled person, we have a duty to make reasonable changes to our processes.

If you need a change to be made so that you can make your application, you should:

- Contact Government Recruitment Service via [dferecruitment.grs@cabinetoffice.gov.uk](mailto:dferecruitment.grs@cabinetoffice.gov.uk) soon as possible before the closing date to discuss your needs
- Complete the “Assistance required” section in the “Additional requirements” page of your application form to tell us what changes or help you might need further on in the recruitment process. For instance, you may need wheelchair access at interview, or if you’re deaf, a Language Service Professional

DfE currently offer both a Salary Sacrifice and an enhanced “Salary Plus” childcare voucher scheme to support employees with childcare costs. “Salary Plus” will be open to employees who join DfE prior to 2 May 2018, but will close to new entrants who haven’t made an application to the scheme by this date. Salary sacrifice will be open to staff until October 2018. Any move across the Civil Service on or after October 2018 may have implications on an employee’s ability to carry on claiming childcare vouchers.

The Department for Education’s recruitment processes are underpinned by the Civil Service Commissioner’s Recruitment Principles, which outlines that selection for appointment is made on merit based on fair and open competition. If you feel your application has not been treated in accordance with the values in the Civil Service Code and/or if you feel the recruitment has been conducted in such a way that conflicts with the Civil Service Commissioner’s Recruitment Principles, you may make a complaint, by contacting the Central Recruitment Team at the following address [CentralRecruitment.Operations@education.gov.uk](mailto:CentralRecruitment.Operations@education.gov.uk) If you are not content with the outcome of your complaint you have the right to complain to the Civil Service Commissioners.

Department for Education do not cover the cost of travel to your interview/assessment unless otherwise stated.

For more information regarding our roles, please visit our website at [www.makingcommercialmatter.co.uk](http://www.makingcommercialmatter.co.uk)