

Job description

Commissioning and Commercial Planning Manager

- Grade: PO7
- Reports to: AD-Information and Digital Governance
- Direct reports: 4
- Your team: Commissioning and Commercial Team
- Service area: Information and Digital Governance/Digital and Customer Services
- Directorate: Resources

Special requirements of the post

Workstyle: Desk-based worker (Lower presence, one day a week minimum)

- Colleagues who are not usually client or customer-facing and can mostly work anywhere with the right technology. Regular on-site activities are required such as team events and collaboration that are more productive face to face

This post is subject to the council's declaration of interest procedure

Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn't be clearer: we serve. It's in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future.**

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

Overview of the role

The Commissioning and Commercial Planning Manager leads commercial planning and contract governance across Digital and Customer Services. The role provides assurance over procurement, renewal, and contract management processes, advises services on compliant routes to market, and maintains forward plans, contract registers and review frameworks. Working with Strategic Procurement, Legal, Finance, contract owners and

suppliers, the post supports effective decision-making, monitors KPIs, tracks spend, risks, social value and net zero commitments, and ensures contracts deliver value, performance and outcomes for residents.

Key responsibilities

- Lead, promote and provide assurance over procurement and contract renewal pathways, ensuring services understand and follow the council's procurement rules, governance requirements and decision-making processes.
- Maintain a forward plan of all procurement, contract review and renewal activity, using it to provide early visibility of risks, resource requirements, governance milestones and key decision points.
- Liaise with Strategic Procurement and in particular the Head of Category Management 'Digital, Informatics and Commercial Innovation' and 'Delivery & Performance', providing a managed relationship between these roles and IDS.
- Provide advice and consultancy to project managers, operational leads and contract owners on procurement processes, contract renewals, route-to-market options, governance requirements, approvals and assurance expectations.
- In collaboration with the Contract Compliance and Data Officer, produce a forward spend plan for procurements, renewals and uplift to baseline contract costs ensuring that information is shared with Finance colleagues as required.
- Own and maintain an accurate contract register for Digital and Customer Services, ensuring key contract data, renewal dates, spend, risks, ownership and governance actions are complete, current and regularly reviewed.
- Maintain an audit of all contracts and related documents, ensuring that signed contracts in particular are accounted for at all times, and that payments are made in accordance with fully signed contracts.
- Track supplier commitments on social value and net zero carbon within relevant contracts, working with contract owners, Strategic Procurement and suppliers to ensure commitments are measurable, reported, escalated where required and reflected in contract management reviews.
- Establish and support a consistent contract review meeting framework, ensuring agendas, actions, risks, issues, supplier performance, benefits realisation and escalation routes are clearly documented and followed up.
- Develop, monitor and report contract KPIs, Social Value commitments, and performance measures, working with contract owners and suppliers to identify underperformance, agree improvement actions and provide assurance that contractual outcomes are being delivered.
- Maintain a strong system for validating invoices and Purchase Orders that relate to Digital Contracts, and challenge incorrect charges or charges missing from the signed contract with suppliers where needed. Provide line management to the Asset and Licensing Manager, Contract Compliance and Data Officer and two Managed Resources Officers, as well as leading on regular teams meetings and ensuring the strategy for the team is clearly communicated.

Compliance

Ensure adherence to legal, regulatory, and policy requirements under UK GDPR, Health and Safety, Employee Code of Conduct and in your area of expertise by identifying opportunities and risks, and escalating issues as necessary. Ensure compliance with the Procurement Act 2023, Social Value guidance, and other similar government procurement policies and regulations.

Person specification

Your application form needs to demonstrate how you fulfil the role's requirements. It is essential to address the criteria, as this will be used to evaluate your suitability for the position.

Essential and desirable criteria

Essential: the basic requirements that must be met for someone to be considered for a particular job. These criteria are mandatory and cannot be negotiated. Essential criteria directly impact the core qualifications or skills necessary to perform the job effectively.

Desirable: the additional qualities, skills, or qualifications that would be advantageous for a candidate to possess but are not mandatory. Not meeting them does not automatically disqualify someone from consideration for the job. This also allows candidates who do not possess certain desirable criteria the opportunity to explain how their other knowledge, experience and skills relate to these and what they may be in the process of doing or willing to do to achieve these.

Knowledge, experience, and skills

Point	Criteria description	Essential/desirable –
1	Educated to degree level or commensurate business qualification or demonstrable work delivered to degree level standard	Essential
2	MCIPS (Member Chartered Institute of Procurement and Supply) qualified or working towards MCIPS	Desirable
3	Substantial experience at each stage of the procurement lifecycle, preferably within a public sector procurement environment.	Essential
4	Knowledge of the ICT industry, market trends, vendors and their certification, commercial and contracting models.	Essential
5	Good experience of negotiating and agreeing contract terms and ensuring business needs/outcomes are aligned with contractual requirements.	Essential
6	Experience of managing complex commissioning and contracting initiatives across organisational boundaries in conjunction with procurement specialists to plan and deliver successful supply outcomes, from advising on the preparing and progressing of business cases/funding bids through to facilitating relationships with suppliers and planning performance reviews.	Essential
7	Strong interpersonal and influencing skills and ability to develop trusted successful business relationships.	Essential
8	Excellent communications skills, both written and presentational, demonstrated by the ability to: Create professional documentation with attention to detail and desire for accuracy.	Essential

	- Communicate, present and adjust to different audiences. - Analyse, interpret, disseminate and present complex, information clearly and concisely	
9	Excellent IT skills and ability to use Microsoft suite of desktop applications (including MS Project) amongst other systems as required.	Essential
10	Understanding or Project Management Methodologies and Lifecycles.	Essential
11	Excellent organisational skills - ability to establish and maintain effective systems for filing, information retrieval and reproduction of documents.	Essential
12	Excellent time management skills and ability to work proactively with minimal day to day supervision, prioritising tasks where necessary to meet potentially tight deadlines	Essential

Our accreditations



Our accreditations include Disability Confident Leader, The Mayor's Good Work Standard, London Living Wage Employer, Stonewall Diversity Champion, and Employer with Heart.