



Student Loans Company

Job Description

Job Title: Commercial Performance Reporting Advisor

Details

Responsible To: Governance and Performance Manager

Management Authority: None

Budgetary Authority: N/A

Purpose of the Commercial Function:

The purpose of the Commercial function within SLC is to buy the right thing at the right time in the right way from the right supplier for best value through the supply life so as to support the relevant business area to achieve its objectives.

- “Right thing” means a clearly defined written specification with appropriate written financial approval in place.
- “Right time” means in good time for best use by the business area.
- “Right way” means in the simplest way whilst complying with public procurement law and central government controls & guidance.
- “Right supplier” means it’s their core business, they are stable and used to dealing with the public sector.
- “Best value” means a pre-determined balance agreed with the business area between price and quality.
- “Supply life” means managing the resulting contracts and relationships so that the customer and supplier are both able to achieve their objectives.

Purpose of the Role:

- To provide support to the Commercial Services Team through a wide range of administrative, analytical and reporting duties, ensuring that data is reported accurately, in a timely manner, in accordance with strict reporting deadlines;
- To support organisation wide compliance with Commercial Governance requirements;
- To respond to and consolidate FOI requests for the Commercial function;
- To support the production of Risk and Information Asset Registers.

As a member of the Team:

- Responsible for the timely and accurate compilation and submission of spend data to UKSBS and BIS, including quarterly data summary submissions and ad-hoc reports as required;
- Administer the Contracts Register which provides a comprehensive record of existing and future contract requirements, including quality checks on content, periodic continuous improvement, analysis of data to produce reports for the Executive Director, ELT and other senior stakeholders;
- Interrogation of contract data held in the Contracts Register to produce key management



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- and executive reports (e.g. Commercial Dashboard);
- Compilation, interrogation and manipulation of financial data to produce key spend reports;
- Act as lead Commercial point of contact for Freedom of Information requests, working with colleagues to collate and compile responses within required timeframes;
- Support the production of operational risk registers, working with colleagues to identify risks and ensure that they are documented appropriately;
- Support the production of the departmental Information Asset Register, ensuring that information is recorded accurately and updated timeously;
- Analysis of data across a range of categories of spend to identify trends;
- Create MI and reporting packs for use by Senior Staff for presentation to key stakeholders;
- Review Public Procurement Notices (PPNs) issued by Crown Commercial Services and Scottish Government Procurement. Maintain log of regulatory and legislative changes and required actions to implement;
- Maintain a master log of Government Framework Agreements for use by the Commercial Team. Ensure that this key document is up-to-date and contain relevant information for the execution of contract strategies;
- Participate in Tender Opening Ceremonies to ensure that proper governance is observed in line with established procedures. Review bids for responsiveness to minimum procurement requirements and escalate any non-conformance issues as appropriate;
- Monitor compliance with SLC procurement policies and procedures and bring any issues of non-compliance to the attention of the Governance Manager. Assist the Governance Manager with the development and implementation of remediation plans;
- Contribute to continuous improvement within the Team (eg redesign of the Contract Register);
- Provision of cover for P2P processes (raising POs on Oracle, addition of new suppliers, amending bank details etc) and associated training of staff as required;
- Carry out other duties and responsibilities as associated with this role

Skills, Knowledge and Experience:

Education, Qualifications and Training:

- Some knowledge of public sector procurement practices; and
- Good level of literacy and numeracy.

Technical Skills / Experience:

- Experience of analysing procurement spend;
- Advanced Excel skills (use of Pivot tables; V-Lookups and multiple 'IF' statements);
- Ability to collate raw data from a number of sources, analyse and understand it, and report in a presentable format;
- Previous strong experience of e-mail, word-processing and presentation applications (eg. Lotus Notes, MS Word, MS PowerPoint);
- Data manipulation skills;
- Oracle e-procurement experience

Personal Attributes:

- Customer focused;
- Good interpersonal and communication skills
- Analytical and problem-solving skills;
- Good attention to detail;



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- Good planning and organisational skills;
- Ability to use initiative and prioritise own workload;
- Able to work with discretion on confidential matters;
- Ability to be proactive and recognise need for, and suggest improvements where required;
- Able to work as part of a team

Special Requirements:

- Must be prepared to work flexibly to meet deadlines.