

Job Description

Job Title: Commercial Officer

About SLC

Student Loans Company is a non-profit making Government-owned organisation set up in 1989 to provide loans and grants to students in universities and colleges in the UK. We are responsible for student support delivery in the UK.

Company Mission

We enable our customers to invest in their futures by delivering secure, accurate and efficient assessment, payment and repayment services.

Company Vision

Our vision is to be valued as a digital, customer-focused, centre of excellence.

Job Details

Overview of department: 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.

Grade: G3

Reporting to: Commercial Manager

Budget Responsibility: None

Line Management Responsibility: None

Job Purpose:

- Support the provision of expert advice to SLC on all aspects of the public procurement regulations and other controls, including those from Cabinet Office and the parent department, that apply to Non-Departmental Public Bodies such as SLC
- Support the continued development of Commercial’s role as an enabling service to SLC business

areas

- Procure goods, services and works at best value for the taxpayer in accordance with all applicable Regulations, HMT Managing Public Money requirements and SLC policies
- Help to ensure that commercial management activity is performed to the standards expected from a central government body.

Key responsibilities:

- Build an increasing understanding of current and future commercial needs for SLC
- Work with various Commercial Managers to help design, plan and implement commercial strategies, in line with SLC objectives and consistent with its status as a Non-Departmental Public Body
- Manage smaller procurement exercises from inception to completion, ensuring that procurement is only carried out with clear evidence of appropriate budgetary authority
- Help to ensure that all items are procured using the most appropriate route to market to deliver best value to the taxpayer, whilst complying with all applicable public procurement regulations and policies
- Support the best use of all public sector framework agreements in determining the route to market
- Lead smaller commercial negotiations, making tactical decisions that will lead to added value for the taxpayer
- Prepare or help to prepare all relevant documentation, evaluate offers received and make recommendations; using and updating standard templates as appropriate
- Build collaborative working relationships with your SLC customers, support staff and external parties, communicating the benefits delivered by the Commercial team while setting out the need to comply with all relevant policies and regulations
- Begin to manage commercial matters for lower value contracts, including forward planning for expiry dates and helping to drive best performance from suppliers
- Maintain the-Contract Management Database, Exceptions Log, Activity Trackers, Savings Log, Forward Procurement Plan and other relevant Commercial datasets for your allocated activity
- Keep up-to-date with best practice in public procurement, and share this information with the Commercial team
- Contribute to the continued improvement of SLC's commercial processes and documentation
- Other Commercial team duties as agreed from time-to-time.

Knowledge, Skills and Experience:

Education, Qualifications and Training

- Some knowledge of public sector procurement practices
- Procurement qualification or clear evidence of working towards (MCiPS or equivalent)
- High level of literacy and numeracy.

Technical Skills / Experience

- Track record of delivering some procurement projects in a public sector environment
- Experience of supplier contract and relationship management
- Extensive use of MS Word, Excel and PowerPoint.