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Dorset Police

Job Description

Date:	September 2019
Job Title:	**Specialist Commercial Manager**
Post Number:	Vacancy 300
Division/Department/Section:	Forensic Capability Network (FCN)
Line Manager:	Senior Commercial Manager (Digital) or Senior Commercial Manager (Physical)

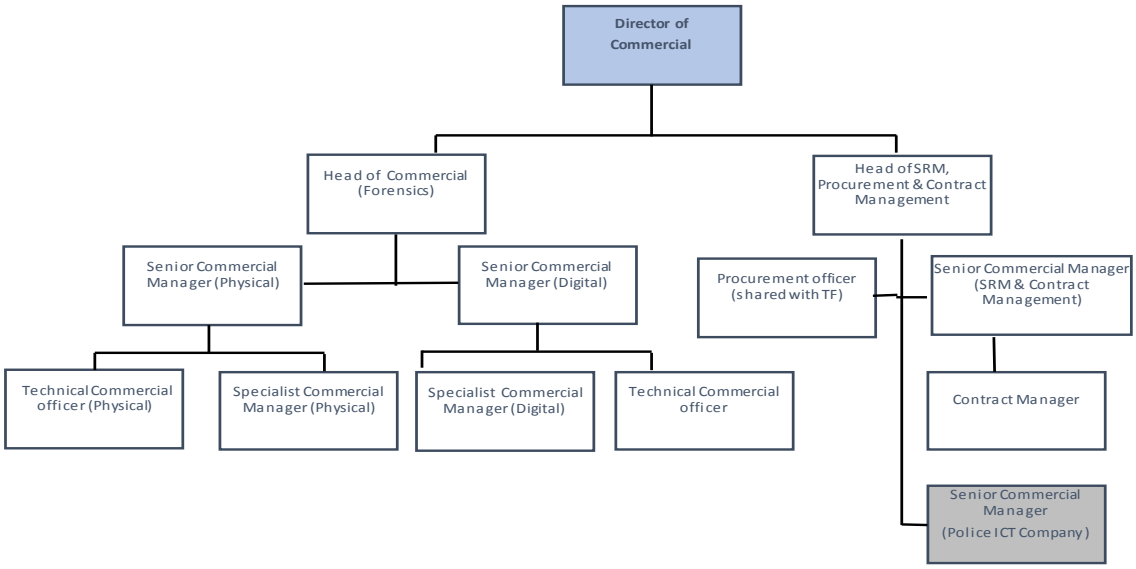
1. PURPOSE

The Forensic Capability Network (FCN) core team comprises staff across four main pillars: Science, Commercial, Quality and Operations with an Executive team overseeing and managing all the activities.

This is a national role and will include specialist technical digital or scientific activities, guidance and support to the FCN commercial leadership and broader in policing.

This post will support activities in relation to commercial, regulatory and legal requirements, within either traditional or digital forensics.

2. POSITION IN THE ORGANISATION



People who work directly for this post

Direct reports – nil.

3. MAIN RESPONSIBILITIES

What is the post responsible for? (INPUT)	With what results? (OUTPUT)
Development of the NPCC National long-term strategy for the Forensics market by support the identification of scientific or digital/ICT commercial benefits and savings from procured projects and programmes, to be able to promote these benefits to senior stakeholder groups. This will also include the provision of ad-hoc commercial specialist scientific or digital/ICT analysis of procured services, undertaking peer reviews of contracts and the products and services provided and providing the technical specialist commercial advice to the Head of Commercial, Commercial Director and stakeholders, co-ordinating reporting and ensuring associated risks have sufficient visibility at executive level.	Working with the other FCN pillars and key stakeholders, provide the specialist technical commercial input and develop the long-term commercial strategies for traditional and digital forensics capabilities required to support the FCN, quality standards, regulation, input to policy and development of legislation and the value of forensics to wider CJS partners. Conduct horizon scanning nationally and internationally with the FCN Science Pillar staff across scientific and forensics companies, academia or digital and technology industry to identify new service providers and encourage new providers into the market. This will enable the FCN to identify research and innovation in academia and the market and how this can be converted from theory/ prototype to operational capability. Developing SMEs, especially in and niche capabilities.

3. MAIN RESPONSIBILITIES

What is the post responsible for? (INPUT)	With what results? (OUTPUT)
Market stabilisation of the supplier base by supporting the day-to-day monitoring of the operation of the market, including gathering and collating national market management information and national performance management/monitoring of suppliers. The postholder will also be responsible developing and maintaining contingency plans, through the provision of specialist scientific, technical or quality advice on products and processes and in term will be critical in managing demand and minimising service disruption in case of an incident, with oversight from the Commercial Director, Head of Commercial and NPCC Portfolio lead eg major quality failure, loss of a provider.	Supporting and in some areas lead all national activity where specialist scientific or technical knowledge is required, that will affect supplier current contracts to deliver a stable and secure forensics service provider supplier base, ensuring capacity is maintained. Leading the specialist scientific or technical areas of commercial management and contract negotiations at senior levels with external providers for national Police contracts and support for Forces on regional and local contracts where specific expertise is required. Benchmark and share best practice across key contracts.
Long-term capability and demand management means leading on relationship management with private sector suppliers and also with Police Forces and other Public Sector providers acting as suppliers of Forensic Services.	Conducting analysis and demand forecasting of specific services and products, so that clarity can be provided to the commercial marketplace around future requirements as part of a procurement or supplier market engagement event. With the analysis of wider market intelligence to understand the likely future health of the market in a specific service or technical discipline and influence decision-making accordingly. Providing advice and support to the Head of Commercial, Commercial Director, the FCN Pillars in order to support them in informing Home Office, Police Forensics Directors, SSMs or Digital Forensic leads around market impacts of policy decisions and legislative change.
National and FCN Commercial Management means supporting the on-going due diligence of commercial providers, from a scientific or technical perspective including input into the development of a national picture of performance. This will also entail support for national negotiations with FSP's and digital/technology providers in response to national issues or changes through ensuring appropriate performance management structures are in place, ie through KPIs and identifying and managing core specialist commercial dependencies.	Input into the development of standard document suites including scientific or technical standards, security, standards, regulation and specifications, support the running procure-ments for FCN and Forces on a national or regional basis. Provision of specialist expertise for input into the development of alternative commercial models, including partnerships, joint ventures and shared services. Recommending efficiencies and process or scientific/technical improvements that will improve value for money and efficiency within

3. MAIN RESPONSIBILITIES	
What is the post responsible for? (INPUT)	**With what results? (OUTPUT)**
	contracts, whilst ensuring continuity and quality of supply. Support for business change through Forensics commercial contracts ensuring the specialist or technical advice is provided to ensure they are effectively managed with business users and teams providing clarity of roles and responsibilities.
Risk management and contingency planning includes the co-ordination and oversight of short-term national issues eg capacity constraints, including providing advice to Police Forces on managing the demands on the market. This may also include advising Senior Police Leadership and Forces in a national crisis to ensure the Gold Command structure is supported on invoking the National Contingency Plan and establish, develop and maintain excellent working relationships with internal and external stakeholders, managing critical relationships and implementing effective risk mitigation strategies where needed.	Support the development, updating and implementation of the National Contingency Plans in the event of supplier failure, operational disruption or market exit. Continuous monitoring of supplier capacity, future impact of new regulation or legislation or CJS outcomes impacting legacy and archiving, data storage and evidence storage. Identify and mitigate contractual risk to reduce possibility for service or quality failure, impacting the CJS and causing and reputational damage.
National contract management, including the implementation of contract and SRM processes to manage suppliers directly and develop capability in Forces as highlighted by the Home Office and NPCC Joint Review. Using specialist knowledge to support, challenge or inform the contractual change control process and 'in life' re-negotiations to ensure the appropriate specialist advice is provided. The individual will also be responsible for supporting and informing the implementation of a best practice approach in contract management, ensuring that the FCN and Police Forces receive the services procured and they are delivered to agreed standards, quality and costs for the business.	Regular engagement with and support of Contract Managers and SSMs or Digital Forensics staff in DII or High Tech Crime Units (or equivalent) and Commercial staff in Policing and wider law enforcement, providing specialist expertise including into the Forensics and Digital Forensics Operations Groups (FMOG and DFMOG). Provision of specialist input into the service management and contract management processes. Supporting the development and delivery of training programme for Commercial and Scientific/Digital Forensics staff in Forces.
Market management and development, with responsibility for demand management and market intelligence, including maintaining and updating Contingency Plans for managing demand and minimising service disruption in case of an incident, eg major quality failure,	Horizon scanning nationally and internationally working with the FCN Pillars to identify research and innovation in academia and the market and how this can be converted from theory/ prototype to operational capability. Developing SMEs, especially in and niche capabilities.

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loss of a provider; providing the specialist expertise into the development of long-term commercial plans to ensure the sustainability of individual disciplines and a strategic approach to the market place. In addition the postholder will also provide understanding the commercial market and the relationships required with suppliers to achieve business outcomes.	Making effective links to research and development priorities, determining the impact of emergence of new technologies and informing Police procurement decisions where appropriate.
Compliance is a key responsibility of this role and the postholder will be responsible for: Awareness and experience of compliance to UKAS accreditation, Forensic Science Regulator codes, Police and Forensic Science practitioner practices together with awareness and experience of GDPR and Information Security criteria and the NCSC requirements for cyber security at a supplier and through the supply chain.	Ensures Forces and suppliers maintain compliance with the relevant legislation and regulation for forensics and detection, prosecution and prevention of crime through evidence that is of the appropriate quality for the protection of victims and witnesses in the Criminal Justice System Procurement legislation.
This list of duties is not restrictive or exhaustive and the postholder may be required to carry out duties from time-to-time that are either commensurate with/or lower than the grade of the post. In some posts this might include the ad-hoc provision of guidance and informal training of new colleagues.	Completion of duties to meet the needs of the Police Service.

4. CONTACTS	
1.	FCN Leadership and Pillar staff
2.	Other CJS and Regulatory partners including Home Office, MoJ, Forensic Science Regulator, Competition and Markets Authority, Information Commissioners Office
3.	Forensic Science Providers, Suppliers, new market entrants
4.	NPCC, APCC at a regional and local level, Scientific Support Managers or Digital and High Tech Crime leads
5.	Other Public Sector scientific, law enforcement or digital and cyber partners

5. SPECIAL CONDITIONS/ADDITIONAL INFORMATION

The post-holder will work in a challenging role which will require an agile working approach, with a mixture of home working and working from an operational base.

There will be a requirement for regular travel and working away from home on an occasional basis.

The Force Values together with the Police Staff Standards of Professional behaviour are a set of non-negotiable standards that all Dorset Police staff must abide by. Loyalty to these Values and Ethics are a requirement for membership into Dorset Police.

6. HEALTH & SAFETY TRAINING

VDU assessment.

Your Line Manager has the responsibility to refer to the risk assessment appropriate to your role. To identify any additional health and safety training required. For example, Manual Handling training, VDU assessment, Control of Substances Hazardous to Health, etc.

7. HEALTH MONITORING

Not applicable.

8. VETTING

MV and SC vetting clearance required.

9. TERMS OF APPOINTMENT

The commencing salary will be within Scale K starting at £52,257 rising by increments to £58,437.

Current office hours are 8.40 am to 5.00 pm Monday to Thursday and 8.40 am to 3.40 pm Friday. The office is closed on Saturdays (five day week). The emphasis will be on completion of the work rather than the hours performed, but clearly within the constraints of the Working Time Regulations.

This is a national role and whilst the employment will be to Dorset Police there is no expectation to relocate. The successful applicant will be based at an agreed location in England and Wales. UK-wide travel may be required.

The exact centre of duty is currently being finalised, however, it is envisaged that roles will be performed predominantly on a flexible/home/remote working basis. This will naturally evolve as the FCN starts to build and people will be advised of any changes to this at the earliest opportunity including any impact on claimable expenses.

10. PERSON SPECIFICATION	
Essential Criteria	
Criteria to be measured	**Competencies Required**
Criteria A	Graduate calibre with a Degree or Masters in a relevant scientific, technology, ICT or business discipline.
Criteria B	Influencing in cross-functional and multi-organisational environments within the public sector, preferably CJS, where specialist expertise and professional credibility are critical.
Criteria C	Experience of working in Policing or wider CJS and deep specialist knowledge of the importance of forensics to Policing and the CJS.
Criteria D	Business acumen and commercial judgement in relation to understanding supplier commercial models and the breakdown of scientific or technical services, fragile markets and the ability to take risk-based decisions.
Criteria E	In-depth understanding of UKAS, the requirements and codes of the Forensic Science Regulator or other Regulators and other accreditation standards and translating them into commercially understood requirements for suppliers.
Criteria F	Experience of working in forensics, scientific or digital or cyber environments and complex supplier delivery and service management.
Criteria G	Understanding of risk and issues management in a Police or other Command and Control environment.
Desirable Criteria (if applicable)	
Criteria to be measured	**Competencies Required**
Criteria H	CIPS qualified to Level 6, IACCM Advanced Practitioner OR in receipt of a pass at Level A from the Government Commercial Function Assessment Centre for Commercial Lead level.
Criteria I	Experience in the development of policy relating to Policing outcomes, particularly Forensics within the Home Office.

March 2020