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# Job Description

Details of a current vacancy in the House of Lords. To apply for this post, please ensure you complete all sections of our online application form found at <http://www.parliament.uk/about/working/jobs/>

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| Job Description | | |
| Job title |  | Reference number |
| Contracts Lead (Works) |  | N/A |
| Office |  | Grade |
| Parliamentary Commercial Directorate |  | HL7 |
| Starting Salary | | |
| Circa £60,000 per annum  Total salary may be comprised of a mixture of basic pay up to £50,800 (consolidated) and market sector allowances (non-consolidated). | | |
| Term | | |
| This post is permanent – but we would consider secondments to a successful applicant coming from the Civil Service, House of Commons or PDS and would also consider offering the role on a fixed term basis for 2 years with the possibility of extension/permanency if desirable. | | |
| Scope of the job | | |
| Background | | |
| The UK Parliament sits at the heart of our democracy and system of Government in the UK. Comprised of two Houses (the Lords and the Commons) UK Parliament works on behalf of UK citizens to check and challenge the work of Government, make and shape effective laws, and debate/make decisions on the big issues of the day.  This role sits within the Parliamentary Commercial Directorate (PCD). This Directorate is responsible for commercial strategy, commercial policy and standards, procurement delivery and contract & supplier management support across the organisation and plays a key role in the operation of the Houses. The PCD team sits within the House of Lords but is a bicameral service and supports both the Lords and the House of Commons. You will have the opportunity to work as part of a growing and ambitious function committed to delivering to both Houses, the goods and services required, when they are needed and at best value for the taxpayer.  You will be joining PCD at an exciting time. Over the coming years we plan to undertake significant changes aimed at increasing our impact across the Parliament. This comes on top of continuing to ensure the value for money from our nearly £1bn in annual spend and supporting transformational projects across both organisations and our estate, including the Palace of Westminster itself which is a UNECSO world heritage site.  Your primary role will be managing two key Parliamentary frameworks which support the maintenance, refurbishment and repairs to the Palace of Westminster and the wider Parliamentary estate. You will establish strong relationships with our suppliers, including those who will be appointed to our new Construction Partnership Framework, and will manage performance, risk, disputes, compliance and obligations at a framework level, working closely with PCD category and procurement colleagues and the contract managers based in Strategic Estates.  You will be responsible for supporting the delivery of our contract and supplier management business partnering arrangement. Taking the lead in working with contract managers and strategic suppliers in your area, you will directly manage specific Works Frameworks and in doing so you will help to ensure that Parliament is successful in getting best value from its contracts.  You will have experience in managing and/or procuring contracts for Works (construction, hard facilities management, building refurbishment & maintenance and building security) and knowledge of NEC3/NEC4 contract forms; it would be desirable if you have some knowledge too of related Indirects contracting (e.g. soft facilities management, professional services,). Additionally, you will have expertise around framework risk management, framework mobilisation, framework exit, performance and spend management and stakeholder engagement.  You will be an organised, self-motivated and engaged individual as well as an active team player and contributor and be a part of ensuring that the overall commercial function can operate at its best. There will also be the unique opportunity to learn more about the workings of the UK Parliament. | | |
| Main objectives | | |
| * Managing specific critical Works or Indirect Framework agreements as required, including general construction works and services, conservation and heritage, mechanical, electrical, public health fire and structural, and architectural and engineering. Investigate and resolve Framework level disputes by providing constructive feedback and positive resolutions and outcomes. * Responsible for business partnering a community of contract managers and strategic suppliers within your area, advising on the management of the call-off contracts they deliver and using MI to effectively integrate and manage performance at Framework level. Where required, developing Performance Improvement plans in line with KPIs reporting data. * Develop reports/dashboards on Framework performance, issues, opportunities, and issue these to Senior Stakeholders * Responsible for compliant end-to-end supplier relationship, contract management and framework management activities as required to deliver our operating model. This will include, but not be limited to, activities such as: producing Framework Management Plans, holding regular review meetings with framework members, managing obligations and compliance (including cyclical events such as indexation, insurances, warranties), organise and manage onboarding workshops, supplier events, manage framework risk, contingency and exit planning. * Contribute to the design of contract management approaches for new frameworks & advise on proportionate contract management for call-offs. * Implementing our contract management transformation alongside colleagues, you will offer a centre of excellence for training, support, advice, a point of escalation and other on-the-shoulder support to our contract management community. * Implementing our supplier management transformation alongside colleagues, you will deliver central relationship management activities to ensure that Parliament’s strategic suppliers and markets are identified and managed. This will include effective data management, market awareness and insight, regular performance and innovation meetings, and working with category colleagues to deliver supplier summits. * Support the development of an active pipeline of contract renewals and replacements and working with category teams to ensure that these are effectively scheduled and re-procured in a timely manner. * Manage own workload with competing priorities balancing operationally urgent and important tasks to deliver to key deadlines. * Deputise for Head of Team if required. * Implement, manage, improve, and promote the use of systems, tools and data management to create useful management information to support the business in spend in your area. | | |
| Key internal and external relationships | | |
| * Category leads and representatives within the business area * Senior Parliamentary stakeholders * Parliamentary Commercial, finance, and legal colleagues. * Crown Commercial Services and other government departments. * Appropriate level supplier relationships * External framework suppliers | | |

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| Main responsibilities |
| Line management and budgetary responsibilities |
| There is no line management expected within this role. |
| Other responsibilities of the post |
| * Assisting the Head of team in forecasting, planning and resourcing procurement projects as well as participating in the development of a regularly reviewed forward plan and category team objectives. * Be highly flexible to undertake any other grade-appropriate duties according to the need of the function, including possible transfer between categories |
| |  |  | | --- | --- | | Person specification | | | The qualifications required for the post are: |  | | * You will have level 5 CIPS or above, OR a relevant similar equivalent qualification such as World Commerce & Contracting Advanced Practitioner, or Cabinet Office Government Commercial Function ADC accreditation, or Cabinet Office Contract Management Practitioner or Expert level accreditation.   NEC accreditation desired, or willingness to obtain in post. |  | | The knowledge, skills and experience required for the post are outlined below. Each element will be assessed in the examples you provide in your application form. Should you be shortlisted these areas will be assessed in more depth at interview and, if appropriate, in a test. Our Values The House of Lords Administration has four values: respect, inclusivity, professionalism and responsibility. Our behaviours sit alongside our values, translating them into day-to-day actions and demonstrating how we bring our values to life. They outline what we can expect from each other at work and ensure we all play our part in building an inclusive and respectful workplace culture.  The [values and behaviours](https://www.parliament.uk/contentassets/98fbe2848e074a248d14d2a5d0cfbeeb/house-of-lords-values-guide-static-version-final.pdf) are applicable to everyone who works for the House of Lords. As colleagues and representatives of the Administration, everything we do and say counts.  The post holder will be expected to operate in line with the House of Lords workplace values which are:  Respect - We treat people with respect and expect to be treated with respect. Inclusivity - We embrace and value difference and diversity –whether from a person’s race, gender, other characteristics, background or experience. **Professionalism** - We aim for and value a high level of skills and expertise. We act with integrity and openness, putting public service first.  **Responsibility** - We take ownership of our work and actions. We hold each other to account, take appropriate risks and continue learning.  **Criteria:**  Essential |  | | * A strong understanding of contract management good practices and the role of supplier relationship management, and ability to articulate both and their benefits to non expert audiences. * In depth experience of Contract Management best practice including, but not limited to, experience of working with NEC contracts and/or framework contracts, contractual obligations, contractual change processes, contract performance, realising benefits and Value for Money, Exit Management. * Experience of managing and addressing poor performance and disputes in contractual relationships. * Experience of working with and building relationships with suppliers, with a willingness to develop your skills and experience around Supplier Relationship Management activities. * Experience in advising and working collaboratively with business stakeholders and suppliers in complex situations to deliver value for money outcomes from contractual arrangements. * Experience in contract data management such as KPI and performance reporting, production of pipelines, maintenance of contract registers, etc Demonstrable ability of using MI from systems to inform decision making and deliver optimum commercial solutions. * Experience of working at senior levels with internal and external stakeholders. |  | | Desirable |  | | * In depth experience of mobilising, managing and exiting Framework Agreements |  | |
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## Terms and conditions

#### Salary and allowances

The post is paid in accordance with House of Lords grade HL7. Total salary may be comprised of a mixture of basic pay up to £50,800 (consolidated) and market sector allowances (non-consolidated).

Pay increases usually depend on performance as assessed in annual performance reviews, up to the current band maximum. Salary is paid monthly by bank transfer.

#### Probation

There is a probationary period of six months.

#### Term and hours

The post is permanent and is for 36 hours per week (excluding break-time).

Consideration will be given to candidates expressing a wish to perform the role on a flexible working arrangement such as those set out below:

* **Part-time working**
* **Compressed hours**
* **Home working (1-2 days a week)**

If you are selected for interview, please inform the panel of the days/hours you are available to work.

#### Benefits

As an employee of the House, you will be entitled to our benefits such as a season ticket loan, a Parliamentary Health and Wellbeing Service, including access to a dedicated Employee Assistance Programme and many more. Full details can be found on our [Employee Benefits](https://www.parliament.uk/mps-lords-and-offices/offices/lords/lordshro/employee-benefits/) page.

#### Pension

The House of Lords participates in the [Civil Service Pension Schemes.](https://www.civilservicepensionscheme.org.uk/members/joining-the-civil-service-pension-scheme/) As an employee of the House, you will be entitled to join one of these highly competitive pension scheme arrangements.

#### Annual leave

Annual leave entitlement is 30 days (increasing to 35 days after one year's service) plus public and bank holidays. In most offices annual leave may be taken only during periods when the House is in recess and must always be agreed in advance with the line manager and Head of Office.

## Inclusion and Diversity

The House of Lords Administration is committed to increasing diversity and maintaining an inclusive workplace culture. We welcome applications from all candidates regardless of their age, caring responsibilities, disability, gender/sex, gender reassignment/trans status, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation and socio-economic status The Administration will also consider flexible working arrangements and reasonable adjustments.

We welcome and encourage job applications from people of all backgrounds. For this role we particularly welcome applications from groups which are currently underrepresented within the team, including applications from Black, Asian and minority ethnic candidates, candidates with disabilities and candidates who identify as women.

## Pre-appointment checks

For external candidates, appointment depends on satisfactory references, health and security checks and where necessary proof of qualifications.

## Successful candidates’ publicly open social media profiles will also be checked under this stage of the process and information obtained may be used to review suitability for the job role.

## Baseline Security Standard

The House of Lords (along with all government departments) has to comply with a Baseline Security Standard. The standard requires that we ascertain the identity of the applicant, their right to work in the UK, their employment or academic history over the last three years, and their address history over the last three years.

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years, they are not eligible for vetting.

Please see the [National Security Vetting booklet](https://www.parliament.uk/globalassets/mps-lords--offices/offices/pass-office/psd-national-security-vetting-booklet.pdf) for further information.

 In addition, applicants are required to give a reasonable account of any significant recent periods of time (more than six months) spent abroad. Applicants who have been unemployed or self-employed for over six months in the last three years (whose last three years’ employment/academic history are not covered by references) will be asked to provide further documentation to prove their history.

## Returning your completed application

Please complete your online application by 23.55pm on 22 January 2025.

If you require any reasonable adjustments during the application process, please contact [hlrecruitment@parliament.uk](mailto:hlrecruitment@parliament.uk)

**Telephone enquiries**

If you wish to find out more information about this post, please contact the Recruitment Team on 020 7219 5973 or [hlrecruitment@parliament.uk](mailto:hlrecruitment@parliament.uk).

No recruitment agencies please.