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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 |
| Head of Commercial - Works Category |  | 2113 and 1393 |
| Office  |  | Grade |
| PCD |  | HL8 |
| Starting Salary |
| Up to £76,500 per annum. Total salary may be comprised of a mixture of basic pay up to £66,500 (consolidated) and market sector allowances (non-consolidated). |
| Term |
| This post is permanent. |
| 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 the members of both Houses the goods and services they need, when they are needed at best value to the taxpayer. You will be joining PCD at an exciting time. Over the coming 2 years we plan to undertake significant changes aimed at increasing our impact across the organisation. This comes on top of continuing to ensure value for money from our nearly £1bn in annual spend and supporting transformational projects across the organisation and our estate, including at the Palace of Westminster itself which is a UNECSO world heritage site. You will be responsible for delivering a range of complexity and value of Works procurements (construction, hard facilities management, building refurbishment & maintenance and building security) and acting as a trusted Business Partner and advisor to the business units and projects you work alongside. Our projects are high profile and unique – working at various Parliamentary buildings you will be operating in a uniquely political and high-profile organisation, leading the commercials on complex construction projects to building refurbishments and maintenance, you will be delivering services that Parliament needs to operate effectively. This entails significant operational autonomy and accountability for delivering against your own plans agreed with the Works Commercial Director. This post will lead delivery required for Works procurement in the Parliamentary Estate. You will be at the heart of the team’s operational delivery, and pipeline planning, stakeholder management and making sure that the commercial processes and templates needed are being properly utilised to deliver compliant procurements. In addition, the post will assist the Works Deputy Commercial Director in delivering their role in the wider House of Lords and support directly the Contract Management Champion role across Parliament.You will be an organised, self-motivated, and engaged individual as well as anactive team player and contributor. You will be an active member of the senior Works commercial leadership and will be a part of ensuring that the overall commercial function can operate at its best, this includes through applying yourexperience of leading complex commercial projects and acting as a trusted advisor to other directorates. There will also be the unique opportunity to learnmore about the workings of the commercial function and of the UK Parliament. |
| **Job Family**

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| Category Management | x | Miscellaneous |  |
| Sourcing needs | x | Contract Management |  |
| Procurement Management | x | Policy & Strategy |  |

**Main objectives** |
| 1. To provide deep subject matter expertise on NEC contract options including authoring bespoke contract terms.
2. To provide deep subject matter expertise on Public Procurement
3. To provide expert commercial advice in relation to Works contracts including construction and related project, cost, design and other services.
4. To manage and lead major procurements throughout the procurement cycle i.e. getting involved in early discussions about service delivery options, writing the commercial strategy and seeking endorsement, assisting in specification development, developing incentivisation plans, risk management, conducting tenders and ensuring effective contract and change management is in place on an ongoing basis.
5. To maintain a procurement plan (a “Pipeline”) for your area of the Works category, ensuring continuity and compliance of contracts/procurements that are due for tendering, award, extension, expiry and/or renewal.
6. To support the Works Commercial Deputy Director and Director in drafting and taking forward policies and procedures in relation to the Works category area.
7. To provide expert commercial advice to ensure Parliament meets value for money objectives and its savings targets.
8. To achieve efficiencies and savings in current and future contract activities.
9. Line management & mentoring of junior staff
10. Act as a deputy for the Deputy Works Commercial Director.
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| **Key internal and external relationships** |
| The primary relationships with programmes and directorates for this role will include:* Strategic Estates
* In House Services including Parliamentary Maintenance Team
* HR
* Finance
* Heritage
* Other directorates as required across the organisation.

In addition, you will as required develop relationships with other relevant stakeholders including:* Crown Commercial Service
* Suppliers

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| Main responsibilities |
| **Line management and budgetary responsibilities** |
| You will be required to operate as a senior leader within the Works category team and take part in cross-cutting activities in line with your role. You will directly line manage at least 3 Works category staff and you will have significant delegated financial and operational autonomy in line with the schemes of delegation for both Houses of Parliament. |
| **Other responsibilities of the post** |
| The responsibilities of the role include:* Leadership of your Works team, acting as an ambassador for the values and behaviours of both Houses by demonstrating Respect, Inclusivity, Professionalism and Responsibility.
* Identifying, owning and actively managing stakeholder relationships with the relevant directorates and programmes.
* Assisting the Works Deputy Commercial Director in forecasting, planning and resourcing procurement projects as well as participating in the development of a regularly reviewed forward plan (Pipeline) and developing category team objectives.
* Ensuring the delivery of successful procurement activity in the Works category in line with the needs of the requirement owner and in compliance with our procurement policies and internal governance.
* Supporting effective supplier and contract management through ensuring all procurements transition in a supported way to contract management. Also, by identifying, owning and actively assisting strategic supplier relationships in conjunction with the Contract and Supplier Management team and the standards they will set,
* Supporting our quality assurance through attendance at the Commercial Assurance Board to ensure our priority procurements are robustly assessed.
* Informing and supporting the production of procurement policy relevant to your role and categories, including being an active member of the Policy Working Group.
* Continuously seeking opportunities for improvements to our ways of working, both within your own area and across the wider team and working with colleagues.
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| Person specification |
| **Qualifications** |  |
| * Membership of the Chartered Institute of Purchasing & Supply at Level 6(MCIPS) is desirable. Candidates who are substantially on the way to achieving the same may be considered or equivalent Chartership or experience.
* Transforming Public Procurement Certification or working towards.
* NEC Project Manager Accreditation – **Desirable.**
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| 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 ValuesThe 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.**Essential Competencies** |  |
| The key criteria for the person in this role are:* Deep subject matter expertise on NEC suite of contract terms and contracting options.
* Ability to provide expert commercial advice in relation to Works contracts including construction and related project, cost, design and other services.
* Detailed knowledge of compliance requirements associated with public sector procurement regulations and ability to manage major Works procurements throughout the procurement cycle.
* Ability to promote procurement policy, awareness and contract management practice to both professional and lay audiences.
* Ability to flexibly lead, manage and develop a team
* Pro-active approach to managing workload and problem-solving with ability to identify areas for continuous improvement both within the team and wider workstreams.
* Proven experience in influencing Senior Internal and External stakeholders.
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| **Desirable Competencies** |
| It is likely suitable candidates will be able to evidence:* Category / Procurement Leadership – being able to drive forward relevant strategies whilst demonstrating category expertise.
* Proven experience in a pre-contract construction environment
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## Terms and Conditions

#### Salary

The post is paid in accordance with House of Lords grade HL8. Total salary may be comprised of a mixture of basic pay up to £66,500 (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.

#### 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.

#### 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 with home working (up to 2 days a week).

#### 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 26 January 2025 at 23.55pm. You will be required to submit a CV and provide a supporting statement which outlines specific examples/evidence against each competency as part of your online application.

If you require any reasonable adjustments during the application process, please contact the Recruitment team on hlrecruitment@parliament.uk or 0207 219 5973.

If you wish to find out more information about this post, please contact hlrecruitment@parliament.uk.