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| Job Title: | Senior Commercial Manager, Works Category |
| Office: | Parliamentary Commercial Directorate (PCD) |
| Grade: | HL7 |
| Salary: | Circa £60,000 per annum.  Total salary may be comprised of a mixture of basic pay up to £53,000 (consolidated) and market sector allowances (non-consolidated). |
| Hours: | Full-time, 36 hours per week. |
| Location: | Palace of Westminster and the Parliamentary Estate, London (Central). There is scope for working from home/remotely for up to 3 days per week. |
| Number of Posts: | 1 |
| Contract Type/ Duration: | Permanent |
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# 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 Parliament. The PCD team is a bicameral service that supports the House of Lords, the House of Commons and Parliament’s joint departments (currently the Parliamentary Digital Service and the Renewal and Restoration Client Team).

# PCD is expected to become a joint department of both Houses later in 2025, led by a new Chief Commercial Officer and strengthening PCD’s position as a cross-parliament function.  This is an exciting opportunity to work as part of a growing and ambitious function committed to delivering for the members of both Houses the goods and services they need, when they are needed at best value to the taxpayer. We have an annual spend of approximately £1bn and support transformational projects across Parliament and our Estate, including at the UNECSO world heritage site of the Palace of Westminster.

# Over the coming years we plan to undertake significant changes aimed at increasing our impact across Parliament, reflecting an increasing number of high-profile and high-value contracts and building on our successful Fast Forward improvement plan following the Review of Financial Management conducted by Lord Morse. This comes on top of continuing to ensure the value for money from our nearly £1bn in annual spend.

# You will be responsible for delivering a wide range of complex and high value Works procurements (including; 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 across the estate, 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 of projects required for Works procurement in a fast-paced environment across 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 Head of Commercial for your sub-category, who in turn supports the Works Deputy Commercial Director in delivering their role in the Parliamentary Administration. You will also directly support the Contract Management Champion role across Parliament.

# You will be an organised, self-motivated, and engaged individual as well as an active team player and contributor. You will be a part of ensuring that the overall commercial function can operate at its best, this includes through applying your experience of leading complex commercial projects and acting as a trusted advisor to other directorates. There will also be the unique opportunity to learn more about the workings of the commercial function and of the UK Parliament.

# Main Objective

# On a day-to-day basis, this role will involve but not be limited to:

* Responsibility for delivering high value and complex Works (reprocuring complex building maintenance contracts, procuring new building maintenance contracts, construction, hard facilities management, building refurbishment and building security) procurements.
* Responsibility for compliant end-to-end procurements, delivering demonstrable value for money and compliant goods and services contracts.
* Management of own workload with competing priorities balancing operationally urgent and important tasks to deliver to key deadlines.
* Engaging, where required, with the relevant senior business lead, ensuring that business requirements are supported by category strategies.
* Deputising for Head of Works when required.
* Leading work on sensitive projects within a secure environment as required.

# 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 Services 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
* Other Framework Suppliers
* Suppliers

# Main Responsibilities

**Line Management and Budgetary Responsibilities**

This role does not currently require line management of others.

**Other responsibilities of the post**

* **Uphold Core Values:** Actively embody and promote the values of both Houses, in all interactions and decisions, contributing to a positive and ethical workplace culture, across Parliament.
* **Manage Stakeholder Relationships:** Proactively identify and nurture relationships with key stakeholders within relevant directorates, fostering strong business partnerships aligned with the Parliamentary Commercial Directorate’s (PCD) strategic values. Building relationships with senior leaders in directorates and programmes, to act as an advisor on commercial issues, point of escalation for issues and risks, ensuring that the Works category is benefitting from these insights as needed.
* **Support Strategic Planning:** Assist Heads of Commercial upwards in forecasting, planning, and allocating resources for procurement projects. Contribute to the development and maintenance of a dynamic forward plan (Pipeline) and report on live activities to ensure transparency and alignment with organizational goals. Develop and implement parliament’s commercial strategy and policies.
* **Ensure Procurement Excellence:** Lead and oversee procurement activities within the Works category, ensuring they meet the requirements of stakeholders and comply with procurement policies and internal governance standards. Promote compliance with law and internal procurement rules.
* **Facilitate Effective Supplier and Contract Management:** Ensure smooth transitions from procurement to contract management by actively supporting supplier relationships. Work closely with the Contract and Supplier Management team to uphold high standards and ensure supplier performance meets contractual expectations. To promote effective contract management, including providing advice and facilitate negotiation with existing suppliers.
* **Enhance Quality Assurance:** Supporting our quality assurance through attendance at the Commercial Assurance Board to ensure our priority procurements are robustly assessed.
* **Influence Procurement Policy:** Play an active role in shaping procurement policies relevant to your role and categories, including participation in the Policy Working Group to drive innovation and best practices.
* **Drive Continuous Improvement:** Continuously seek and implement opportunities to enhance processes within your area and across the wider team, working collaboratively with colleagues to optimize the efficiency and effectiveness of the commercial function.
* **Data Management:** 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 category.
* **Mentor:** take responsibility to mentor junior staff to help develop and enhance individuals as well as improve competence across the team.

**Person Specification**

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.

**Qualifications**

* Membership of the Chartered Institute of Purchasing & Supply at Level 5(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.**

**Our Values**

We live our values in everything we do, making sure that people across all teams, locations and roles are included. By delivering on the strategy of the [House of Commons](https://www.parliament.uk/mps-lords-and-offices/offices/commons/the-board/board-decisions/strategy-business-planning/hoc-strategy/) and the [House of Lords](https://www.parliament.uk/globalassets/documents/lords-business-plans/hol-strategy-poster-to-2025.pdf) and living our values, everybody in the Parliamentary Commercial Directorate will play their part.

The values in the Lords 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, impartiality 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.

The values in the Commons are:

* Inclusive: We value everyone equally; We respect each other; We all have a voice.
* Courageous: We try new things; We own our actions and decisions; We learn from our mistakes.
* Trusted: We trust each other to do a good job; We are impartial; We build confidence in Parliament with our integrity.
* Collaborative: We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership.

**Essential Competencies**

The key criteria for the person in this role are:

* Good understanding of the NEC suite of contracts and its options.
* Ability to provide solid advice in relation to Works contracts including construction and related project, cost, design and other services.
* A 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.
* 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 of working with and in influencing Senior Internal and External stakeholders.

**Desirable Competencies**

It is likely suitable candidates will be able to evidence:

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| * Experience of delivering commercial strategies and procurements in more than one category |

* Proven experience in a pre-contract construction environment.

**Terms and Conditions**

#### **Salary**

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 £53,000 (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 Houses of Parliament participate in the [Civil Service Pension Schemes.](http://www.civilservicepensionscheme.org.uk/members/prospective-members-faq/) As an employee, 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 Administrations of both Houses of Parliament are committed to increasing diversity and maintaining an inclusive workplace culture. We welcome applications from all candidates with diverse characteristics, including different ages, caring responsibilities, disability, gender/sex, gender reassignment/trans, marriage and civil partnership, pregnancy and maternity, race/ethnicity, religion or belief, sexual orientation and socio-economic status. We welcome discussions about flexible working arrangements and reasonable adjustments.

**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**

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

To enable meaningful checks to be carried out you will need to have lived in the UK for a sufficient period of time. To obtain CTC clearance, you must have normally resided in the UK for a minimum of 3 years out of the last 5 years.

[Click here](https://www.parliament.uk/globalassets/mps-lords--offices/offices/pass-office/psd-national-security-vetting-booklet.pdf) for further information.

**Returning your completed application**

Please complete your online application by 23.55pm on 25 May 2025.

You will be required to submit a CV and provide 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 0207 219 5973.

If you wish to find out more information about this post, please contact [hlrecruitment@parliament.uk](mailto:hlrecruitment@parliament.uk).