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| Job Title: | Commercial Deputy Director, Works Category |
| Office: | Parliamentary Commercial Directorate (PCD) |
| Grade: | HL9 |
| Salary: | £80,000 - £90,000 per annum (salary + market sector allowance)  Remuneration is set based on skills, experience and relevant market comparators. Basic salary £74,000 - £82,600 p.a. A market sector allowance is also available for this role, giving total remuneration of up to £90,142 p.a. |
| 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 owning and developing the Parliamentary Works Commercial category. 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 setting and delivering against category and resource plans for the Works category.

# This post will provide the leadership and delivery to Works procurement for the Parliamentary Estate. As part of the PCD Senior Leadership Team you will be at the heart of the team’s operational delivery, capability, capacity 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 Commercial Director Works in delivering their role in the wider Houses of Parliament and support directly 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 an active member of the senior commercial leadership and 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 The Commercial Deputy Director, Works Category role will provide senior leadership within the commercial function and with senior stakeholders across Parliament. The post holder will have operational control over commercial delivery by the Works Category Management team. Responsible for Commercial leadership in the Works environment, the role will develop and deliver Commercial Strategies for Capital Investment Projects, associated procurements and contracts supporting asset maintenance. You will act as the subject matter expert on NEC contract options.

# You will support and advise the Commercial Directors of PCD to develop policies and processes that support an innovative, commercially sound and legally compliant function. The post holder will deputise for the Commercial Director Works when required. This is very much a customer-facing role, no two days are the same, so a friendly, resilient and can-do attitude is a must, as is political awareness and insight.

# Additionally, the post holder will act as a relationship manager at senior levels within Parliament on behalf of the commercial function. Building relationships with senior leaders in directorates and programmes, they will act as an adviser on commercial issues, the point of escalation for issues and risks, ensuring that the Works category is benefitting from these insights as needed.

# On a day-to-day basis, the role would involve but not be limited to:

* Provide deep subject matter expertise on NEC contract options including authoring bespoke contracts.
* Develop and implement Parliament’s commercial strategy and policies.
* Promote compliance with law and internal procurement rules.
* Category / Procurement Leadership – being able to drive forward relevant strategies whilst demonstrating category expertise.
* Promote achievement of best practice in public sector procurement as measured through the Commercial Capability agenda.
* Provide commercial advice and support to key senior stakeholders.
* Promote effective contract management, including providing expert advice and facilitating negotiation with existing suppliers.
* Identify and deliver opportunities for business units to deliver savings through procurement and ensure that Parliament achieves value for money in its contractual and commercial activities.
* Play an active and integral part in development and enhancement of the Works team capabilities.
* As part of the business case approval process, be the Works Keyholder by reviewing and certifying commercial strategies for large contracts

# 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

In addition, you will as required develop relationships with other relevant stakeholders including:

* Crown Commercial Service
* Suppliers

# Main Responsibilities

**Line Management and Budgetary Responsibilities**

You will be required to operate as a senior leader within the commercial function and take part in cross-cutting activities in line with your role as part of the senior leaders team. You will directly line manage 5 Heads of Commercial 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**

* Leadership of your Works team and the wider function, acting as an ambassador for the values and behaviours of both Houses.
* Identifying, owning and actively managing senior stakeholder relationships with the relevant directorates and programmes, and coordinating commercial work on their behalf to ensure service delivery is smooth and issues are addressed.
* Ensuring the delivery of successful procurement activity across the Works category in line with the needs of the requirement owner and in compliance with our procurement policies and internal governance. Including setting and delivering against category strategies for subcategories within the Works cluster.
* Supporting effective supplier and contract management through ensuring all procurements transition in a supported way to contract management. Also, by identifying, owning and actively managing strategic supplier relationships in conjunction with the Contract and Supplier Management team and the standards they will set.
* Supporting our quality assurance, peer review and continuous learning process through being an active member of 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.
* Owning data quality, policy compliance and management information for your team.
* Continuously seeking opportunities for improvements to our ways of working, both within your own area and across the wider team and working with colleagues. This includes ownership of one of more government commercial standard and associated improvement plan.
* Ensuring the resources and capabilities of your team meet the requirements of the organisation and our commitment to being an employer of choice for commercial professionals including ensuring HR and management standards, recruitment and development plans are in place.

**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**

Candidates for this role must hold membership of the Chartered Institute of Purchasing and Supply (CIPS) at Level 5, or be able to demonstrate an equivalent level of expertise gained through relevant work experience, and a willingness to study for a formal qualification if required. It would be an advantage for candidates to be qualified to Level 6 (MCIPS).

**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:

* Deep subject matter expertise on NEC suite of contract terms and contracting options.
* Proven experience of leading a high-performance successful procurement or commercial function.
* Expert commercial knowledge and experience on the procurement and management of high value Works contracts including Facilities management, construction, cost management, design and other services, and detailed knowledge of compliance requirements associated with public sector procurement regulations.
* Team Management – demonstrable experience of successfully managing, motivating and developing others, including promoting an inclusive working environment and experience of leading change and improvements to service delivery.
* Proven experience in influencing senior internal and external stakeholders, building and maintaining successful working relationships and communicating clearly to diverse audiences both orally and in writing.

**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.
* Contract Management – ensuring robust management practices are in place with a keen focus on financial control.

**Terms and Conditions**

#### **Salary**

The post is paid in accordance with House of Lords grade HL9 (currently a salary band of £74,000 - £82,600 p.a.) The post may also receive a market sector allowance (non-consolidated), giving a total package of up to £90,142 per annum.

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 3 days a week from home). One of the 2 days in the office each week must be a Tuesday, as this is PCD’s team day.

#### **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 which can attract employer contributions currently up to 28.97%.

#### **Annual leave**

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

**Inclusion and Diversity**

The Administration of both Houses 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).