

JOB DESCRIPTION



Supporting a thriving parliamentary democracy

Job title:	Commercial Frameworks Manager
Campaign Type:	Concurrent
Payband:	A2
Pay range:	£50,870 – 62,643 per annum
Allowances:	N/A
Team:	Strategic Estates
Section:	Portfolio Management Office
Reports to:	Head of Commercial
Number of posts:	1
Hours:	36, full time
Contract type/ duration:	Permanent
Issue date:	9 January 2020
Closing date:	24 January 2020 23:55 hours

The House of Commons

The House of Commons and the iconic Palace of Westminster are key elements of the UK Parliaments. Around 2,500 staff work behind the scenes at the House of Commons, supporting the democratic process in many different ways. We are politically impartial and take great pride in the vision and values which guide our work.

It takes a huge range of skills and experience to keep the House of Commons running, and we all contribute to supporting a thriving parliamentary democracy.

Team information

The Portfolio Management Office is responsible for managing and providing support to the Estates' many programmes and projects at portfolio level.

The Parliamentary Estate is approximately 240,000 square meters across 37 buildings. The Estate is a mixture of freehold and leasehold and Parliament also leases commercial units to tenants. 75% of the Estate is listed including two Grade 1 listed properties (The Palace of Westminster and Norman Shaw North). The Palace of Westminster also forms part of the UNESCO World Heritage site.

Job introduction

The primary purpose of this role is to undertake the procurement and implementation of new NEC consultant and contractor frameworks and term contracts. Strategic Estates began to use NEC3 contracts for the delivery of projects in 2016. A number of NEC3 frameworks have been tendered and are in use. NEC4 is planned to be used by Parliament in the future.

Key stakeholder relationships

- Strategic Estates
 - Property, Planning & Design Team
 - Project Delivery Team
 - Finance Team
 - Portfolio Management Office
- Parliamentary Procurement and Commercial Services
- In-House Services, Parliamentary Maintenance Services Team
- Parliamentary Security Department

Management responsibility

None

Location

This post will be located on the Parliamentary Estate, Westminster, London.

Security

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 visit: <https://www.parliament.uk/documents/PSD-Security-Vetting-booklet.pdf> for further information.

Hours

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work, alternatively you can inform the recruitment team at any stage of the process.

For further information:

Candidates should refer to the House of Commons careers website www.careers-houseofcommons.org or contact Recruitment@parliament.uk or 020 7219 6011.

Application and selection process

We will conduct a sift based on the criteria set out in the skills and experience section and successful candidates will be invited to attend a competency based interview.

The House Service are proud of our organisational Values, which will deliver our strategy. We are looking for people who can bring these values to life:

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 through our integrity
Collaborative: We share our knowledge and experience; We work towards a shared

vision; We know we work better in a partnership

Key responsibilities

- Procure and implement new NEC3/4 consultant and contractor frameworks and term contracts, working with the Parliamentary Procurement and Commercial Services team.
- Prepare all framework/term contract tender documentation, user guidance, templates, and model Scopes/Works Information.
- Deliver workshops for staff and suppliers to ensure best practice use of frameworks/term contracts.
- Coach and advise framework/term contract users in the preparation of procurement and contract strategies, drafting NEC3/4 Scopes, Works Information, Service Information and preparing tender documentation generally.
- Advise and support framework/contract managers with the management of NEC3/4 consultant and contractor frameworks and term service contracts.
- Advise and support contract managers in the effective use of NEC3/4 consultant and contractor frameworks and service contracts to attain best value.
- Develop framework/term contract call-off tender evaluation criteria and assessment tools.
- Design and develop tools to monitor framework/term contract supplier capacity including allocation of supplier personnel across the Estate.
- Monitor *works* and *services* and assess these against Scope or Works Information to verify that contract obligations are being discharged, and report and make recommendations for any necessary changes.
- Analyse the performance of frameworks, benchmarking framework cost data against historic project cost data, cost databases and other available sources, and report and make recommendations for any necessary changes.
- Positively engage with and foster effective team working within the Portfolio Management Office team and with external stakeholders, ensuring a customer orientated and inclusive approach.
- Undertake any related additional duties as reasonably required by the Head of Commercial.

Qualifications:

The following are required for this role

Essential

- BSc Honours Degree in Quantity Surveying or Building Surveying or other directly related construction degree course

Or

- Chartered Membership of either the Royal Institution of Chartered Surveyors or Chartered Institute of Procurement & Supply or Chartered Member of the Institution of Civil Engineers

SKILLS AND EXPERIENCE	APPLICATION	TEST / EXERCISE	INTERVIEW
CRITERIA 1 <ul style="list-style-type: none"> Experience of: <ul style="list-style-type: none"> Leading tendering of professional services and works contracts. Preparing procurement/contract strategies. Using computerised systems, including complex spreadsheets and project management applications. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 2 – Communicating <ul style="list-style-type: none"> Explains complex financial, contractual and procurement information in a way that is understandable and meaningful to the receiver. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 3 – Influencing and Persuading <ul style="list-style-type: none"> Influences the behaviours of others to achieve an objective, without damaging relationships. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 4 – Analysis and Decision Making <ul style="list-style-type: none"> Clearly identifies the main issues in complex problems and focuses on them. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 5 – Customer Service <ul style="list-style-type: none"> Develops a good understanding and anticipates the needs of customers. Takes responsibility for delivering a high-quality service and building rapport with stakeholders and customers. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 6 <ul style="list-style-type: none"> Good understanding of corporate governance, compliance, risk and control. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 7 – Working with Others <ul style="list-style-type: none"> A team player who is able to develop collaborative relationships by supporting others, contributing to team decisions and establishing inclusive relationships with a diverse range of people. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DESIRABLE <ul style="list-style-type: none"> Experience of tendering NEC frameworks and NEC term service contracts 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>