



HOUSE OF COMMONS

# JOB DESCRIPTION



*Supporting a thriving parliamentary democracy*

<b>Job title:</b>	<b>Commercial Frameworks Manager</b>
<b>Campaign Type:</b>	<b>Concurrent</b>
<b>Payband:</b>	<b>A2</b>
<b>Pay range:</b>	<b>£49,995 - £56,000 per annum</b>
<b>Allowances:</b>	<b>N/A</b>
<b>Team:</b>	<b>Strategic Estates</b>
<b>Section:</b>	<b>Property, Planning and Design</b>
<b>Reports to:</b>	<b>Head of Programme and Planning</b>
<b>Number of posts:</b>	<b>1</b>
<b>Hours:</b>	<b>36, full time</b>
<b>Contract type/ duration:</b>	<b>Permanent</b>
<b>Issue date:</b>	<b>6 December 2018</b>
<b>Closing date:</b>	<b>17 February 2019 23:55 hours</b>

## 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 Property, Planning and Design team is responsible for Estate Management and provides professional and technical support to the House of Commons, House of Lords and Parliament's major building programmes. This includes: Property and Workspace, Design Authority, Principal Architect; Programme & Planning and Asset Management.

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. 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 may be adopted by Parliament for use in the future.

## Key stakeholder relationships

- Strategic Estates
  - Property, Planning & Design Team
  - Project Delivery Team
  - Finance Team
  - SE 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 usually eligible for vetting (but we assess each case individually).

## 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](http://www.careers-houseofcommons.org) or contact [Recruitment@parliament.uk](mailto: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.

## **Key responsibilities**

- Procure and implement new NEC3/4 consultant and contractor frameworks working with the Parliamentary Procurement and Commercial Services team.
- Write all framework tender documentation, framework user guidance, training and templates.
- Coach and advise framework users in the preparation of contract strategies, drafting NEC3/4 Scopes, Works Information, Service Information and preparing tender documentation generally
- Advise and support framework managers and Service Managers with the management of new 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 call-off tender evaluation tools for each NEC3/4 contract option.
- Design and develop a resource database to track and monitor the allocation of consultant personnel across Strategic Estates' projects.
- 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, RICS and BCIS tender and cost databases and other available procurement methods, and report and make recommendations for any necessary changes.
- Positively engage with and foster effective team working within the Property, Planning & Design team and with external stakeholders, ensuring a customer orientated and inclusive approach.
- Undertake any related additional duties as reasonably required by the Head of Programme and Planning.

## **Qualifications:**

The following are required for this role

### **Essential**

- Chartered Membership of either Royal Institute of Chartered Surveyors or Chartered Institute of Procurement & Supply

SKILLS AND EXPERIENCE	APPLICATION FORM	TEST / EXERCISE	INTERVIEW
<b>CRITERIA 1</b> <ul style="list-style-type: none"> <li>Experience of: <ul style="list-style-type: none"> <li>leading tendering of PSC, ECC frameworks.</li> <li>Using computerised systems, including measurement packages, complex spreadsheets, project management applications.</li> </ul> </li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 2 – Communicating</b> <ul style="list-style-type: none"> <li>Explains complex financial, contractual and procurement information in a way that is understandable and meaningful to the receiver.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 3 – Influencing and Persuading</b> <ul style="list-style-type: none"> <li>Influences the behaviours of others to achieve an objective, without damaging relationships.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 4 – Analysis and Decision Making</b> <ul style="list-style-type: none"> <li>Clearly identifies the main issues in complex problems and focuses on them.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 5 – Customer Service</b> <ul style="list-style-type: none"> <li>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.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 6</b> <ul style="list-style-type: none"> <li>Good understanding of corporate governance, compliance, risk and control</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 7 – Working with Others</b> <ul style="list-style-type: none"> <li>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.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>DESIRABLE</b> <ul style="list-style-type: none"> <li>Experience of tendering TSC and SC frameworks</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

