



# JOB DESCRIPTION



*Supporting a thriving parliamentary democracy*

<b>CAMPAIGN TYPE:</b>	<b>Concurrent</b>		
<b>JOB TITLE:</b>	<b>Supply Chain Manager</b>		
<b>PAYBAND:</b>	<b>A2</b>		
<b>PAY RANGE:</b>	<b>£50,870 to £62,643 per annum</b> <i>(Appointment will normally be made at the minimum of the pay range)</i>		
<b>TEAM:</b>	<b>Strategic Estates</b>		
<b>SECTION:</b>	<b>Northern Estate Programme</b>		
<b>REPORTS TO:</b>	<b>Programme Manager – NEP</b>		
<b>NUMBER OF POSTS:</b>	<b>1</b>	<b>Hours (p/w):</b>	<b>Full Time 36</b>
<b>CONTRACT TYPE/DURATION:</b>	<b>6 months Interim or secondment</b>		

## BACKGROUND AND CONTEXT OF THE ROLE

### 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.

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

### Team information

The Northern Estate Programme (NEP) has been established to manage the comprehensive refurbishment of a number of significant historic buildings on the Parliamentary Estate. The Northern Estate consists of listed buildings north of Bridge Street and the spaces between them which are currently occupied by over 1,000 people, including MPs, their staff and administration staff.

A dynamic and growing team currently manages the NEP, led by a Programme Director and overseen by a Programme Board chaired by the SRO. The Programme is fast-moving and the post-holder is expected to make a

JOB SUMMARY AND OBJECTIVES
<p>The Programme Team has an urgent resourcing requirement at mid-level for a Supply Chain Manager. This is a new post within the team and a new discipline within Parliament. The Supply Chain Manager will be responsible for defining and developing supply chain management objectives then putting strategies in place deliver the identified benefits. This is a strategic role, with the delivery of benefits being delegated to programme consultants and contractors.</p> <p>Whilst not fully developed, it is anticipated that the following supply chain benefits will be targeted at a minimum;</p> <ul style="list-style-type: none"> <li>▪ Integrated Programme of Supply Chain Management.</li> <li>▪ Strategic Market Engagement.</li> <li>▪ SME Engagement.</li> <li>▪ Capacity modelling &amp; analysis of competing markets / clients.</li> <li>▪ Development of skills, education &amp; employment opportunities and benefit measurement.</li> <li>▪ SCM additional services such a data sorting procurement opportunities by region, area and constituency.</li> </ul> <p>The post holder will be responsible for further developing these strategic objectives in consultation with stakeholders. The post holder will also be required to support an inflight procurement of a Standard Product Framework.</p> <p>The post holder will need to be able to balance the immediate requirements of the inflight projects, whilst developing more strategic objectives and delivery strategies.</p> <p>It is anticipated that successful candidates will be able to demonstrate and evidence successful delivery of a Supply Chain Management Plan organisational structures, preferably in a construction based environment.</p>
KEY ACCOUNTABILITIES
<p><b>Supply Chain Management Scope development</b></p> <ul style="list-style-type: none"> <li>▪ Project Manage the development of the scope in consultation with key stakeholders.</li> </ul> <p><b>Strategic Market Engagement.</b></p> <ul style="list-style-type: none"> <li>▪ Organise and brief the Tier 2/3 market to ensure adequate appetite exists within the sector regarding our projects.</li> <li>▪ Evaluation of feedback to ensure markets concerns are addressed.</li> </ul> <p><b>Integrated all Main Works Contracting Partners.</b></p> <ul style="list-style-type: none"> <li>▪ Engage with the Tier 1 suppliers to ensure common Supply Chain approach.</li> <li>▪ Ensure best in-class activities are mirrored across the programme.</li> </ul> <p><b>Leverage bulk buying potential.</b></p> <ul style="list-style-type: none"> <li>▪ Engage with that Tier 1 suppliers to ensure the Authority is benefitting from its market position</li> </ul> <p><b>Engagement with Small and Medium size Enterprise.</b></p> <ul style="list-style-type: none"> <li>▪ Engage with this sector to ensure fair access to our work is available to SME sector.</li> <li>▪ Consider any barriers to the use of SME's and produce strategies to remove such barriers where appropriate.</li> </ul> <p><b>Capacity modelling &amp; analysis of competing markets / clients.</b></p> <ul style="list-style-type: none"> <li>▪ Identify any market capacity pinch points and develop mitigation strategies</li> </ul> <p><b>Development of skills, education &amp; employment opportunities.</b></p> <ul style="list-style-type: none"> <li>▪ Work with stakeholders to develop key objectives.</li> </ul>

- Develop delivery strategy.

#### **Supply Chain Data**

- Develop brief regarding the statistical data required to measure any socio- economic benefits the Authority wishes to target
- Implement data recording by suppliers and task any aggregate reporting required.

#### **Supplier contract documents**

- Working with the appointed legal/procurement support, ensure that any tender/call-off documentation incorporate the Authorities Supply Chain Management objectives.

### **KEY INTERNAL RELATIONSHIPS**

This is a key role in the NEP Programme team and will interact with colleagues in many parts of Strategic Estates who are engaged in the different programme workstreams. It has particular relationships with the Parliamentary Procurement and Commercial Service (PPCS).

- MD, Strategic Estates
- Northern Estate Programme Director
- Procurement Director
- Northern Estate Programme Management Office
- Northern Estate Programme Team
- Richmond House Senior Project Leader
- Northern Estate Project Leader
- Senior Management (e.g. Finance Director etc.)
- Parliamentary Procurement and Commercial Service (PPCS)
- CAS Consultants
- Stakeholders across both Houses

### **APPLICANT ROLE REQUIREMENTS**

#### **Essential qualifications, knowledge, skills, experience and behaviours**

- Membership of the Chartered Institute of Purchasing and Supply
- Relevant Procurement Management experience gained from delivering a major capital construction programme or projects of similar complexity, preferably one with a substantial business change workstream.
- Excellent and proven knowledge of the Public Contracts Regulations 2015

#### **Desirable Experience and Qualifications**

- 5 years post qualification experience
- Proven working knowledge of the full suite of NEC contracts

<b>REQUIRED SKILLS AND EXPERIENCE</b> <i>Below are the 7 criteria that candidates must be able to demonstrate/ articulate during the assessment process</i>	APP FORM	TEST/ EXERCISE	INTERVIEW
<b>Criteria 1 – Functional Knowledge &amp; Skills</b> Recent and relevant Supply Chain Management experience gained from delivering a major capital construction programme, preferably one with a substantial business change workstream. Ability to provide effective supply chain management advice and the ability to command respect and create a sense of community amongst the members of Programme and Project teams. Is and exemplar in the required skills and knowledge: sets the standards. Is sought out by others and consistently shares expertise with them. Able to deal with problems that are not covered by the legal or organisational frameworks.  A good working knowledge of budgeting and resource allocation procedures and a sound understanding of risk management techniques. Good understanding of public procurement processes including negotiation with third parties and successful contract management. Sound business case development skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Criteria 2 - Innovating &amp; Improving</b> Evidence of introducing procurement management techniques into mature business. Ability to advise project teams on their Projects in relation to the procurement and commercial context of the programme. Ability to think strategically and manage high level risks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Criteria 3 – Working with People</b> Ability to identify and engage successfully with a wide variety of stakeholders and to appreciate and absorb expertise from a wide range of disciplines. Builds strong collaborative partnerships to achieve organisational goals within area of responsibility. Promotes and facilitates effective relationships between staff and managers, ensuring that everyone is, always, treated with dignity, courtesy and respect. Actively promotes joint working and partnerships with stakeholders and other organisations to meet shared goals.  Demonstrable commitment to a work environment of mutual trust and respect, where diversity and inclusion is valued.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Criteria 4 – Communicating</b> Makes a personal impact and builds effective working relationships. Engages and inspires others. Looks for ways to improve communication across the organisation. Actively removes barriers to open communication and recognises the range of potential audiences and promotes development of appropriate methods of communication.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Criteria 5 – Influencing &amp; Persuading</b> Excellent communication skills, both oral and written, including the ability to deliver effective presentations on technical matters to lay audiences. Uses a range of persuasive techniques and behaviours to influence others. Influences the behaviours of others to achieve an objective, without damaging relationships.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<b>Criteria 6 – Planning &amp; Organising</b> Ability to work autonomously and take responsibility for day-to-day matters but also a committed team player, contributing to the work of a large integrated team of client staff and third party consultants. Plans and organises complex or multiple activities, maximising the use of resources available in a cost efficient way. Develops specific objectives for the organisation to deliver the strategy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Criteria 7 – Analysing &amp; Decision Making</b> Applies a range of analytical techniques to understand complex issues and make strategic decisions. Challenges underlying assumptions to make sure information is accurate. Analyses information to identify possible problems and focuses on them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## ADDITIONAL INFORMATION REGARDING THE POST

### 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

Net conditioned full-time working hours for staff of the House are usually 36 per week. This excludes daily meal breaks. Consideration will be given to candidates who wish to work flexibly, 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.

### 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. Other useful websites include: [www.parliament.uk](http://www.parliament.uk).

### 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.