

**JOB DESCRIPTION**

***Supporting a thriving parliamentary democracy***

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| **CAMPAIGN TYPE:** | **Concurrent** | | |
| **JOB TITLE:** | **Procurement Lead** | | |
| **PAYBAND:** | **A1** | | |
| **PAY RANGE:** | **£63,716 - £75,953**(*Appointment will normally be made at the minimum of the pay range)* It may be possible for high contributors to be paid up to the maximum of the pay band | | |
| **TEAM:** | **Strategic Estates** | | |
| **SECTION:** | **Restoration and Renewal Programme** | | |
| **REPORTS TO:** | **Commercial Lead** | | |
| **NUMBER OF POSTS:** | **1** | **Hours (p/w):** | **Full Time 36** |
| **CONTRACT TYPE/DURATION:** | **Fixed term for 12 months**, *(with the possibility of an extension)* | | |
| **ISSUE DATE** | | | |
| 24/05/2019 | | | |
| **CLOSING DATE FOR APPLICATIONS** | | | |
| 16/06/2019 at 23:55 | | | |

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| Background And Context Of The Role |
| Maintaining a thriving parliamentary democracy requires the contribution of a dedicated, politically impartial and diverse workforce who takes pride in supporting the democratic process (circa 2,500 in the House of Commons alone).  The Strategic Estates team, as custodians, take great pride in looking after and improving the buildings within the Parliamentary Estate. While we are part of the House of Commons service, we also provide services to the House of Lords. We carry out works on World Heritage sites which attract visitors from all over the world, making it a challenging stakeholder environment where conservation and the need to innovate and build for the future coincide.  The Restoration and Renewal Programme was established to tackle the significant work to preserve the Palace of Westminster and ensure it can continue to serve as home for the UK Parliament in the 21st century. Work has begun to establish a two-tier governance model which has been proven to work well on major projects. The Sponsor Body (now in shadow form) and Delivery Authority, will be set up following the passage of legislation as a statutory body and company limited by guarantee respectively.  The Sponsor Body will be a stand-alone organisation, overseeing the work of the Delivery Authority, acting as the single client accountable to Parliament. The Delivery Authority will be accountable for delivering the Sponsor Body’s requirements to budget and timescale and have the management capacity and expertise required for a programme of this scale and complexity.  In advance of the two new organisations being in their substantive state, the R&R Programme will continue to employ suppliers to provide services in order to maintain the schedule. The Commercial function is responsible for coordinating and leading contract procurement activities and contract management, under the Parliamentary Procurement and Commercial Service governance. |

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| Job Summary And Objectives |
| This is a senior role that will operate within a high value, technical, business critical and politically complex environment. It will require a high level of technical competence and procurement experience within the major projects and public sector environment.  The role will lead on the procurement management and procurement advisory on behalf of the Commercial, and other R&R Programme functions. |
| Key Accountabilities |
| * Lead the strategic procurement and contract procurement work streams on behalf of the Restoration and Renewal Programme teams, (Shadow Sponsor Body and Programme Delivery), during the period prior to Royal Assent and delegated authority for the Delivery Authority * Provide leadership and management of the procurement team and their activities, schedule and scope * Act as the single point of accountability for all procurement matters on behalf of the Restoration and Renewal Programme * Lead the development of the R&R Procurement strategy in support of the commercial delivery model for the Programme. |

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| Key Responsibilities | |
| * Support the Commercial function by providing strategic and management support in developing the commercial and procurement framework for the R&R Programme. * Oversee all procurement activity within the R&R Programme team, including that undertaken by the Shadow Sponsor body. Provide commercial challenge where appropriate. * Liaise with Strategic Estates Procurement team (PPCS) for all R&R procurement activity * Provide procurement governance to ensure R&R compliance with Parliamentary Procurement and Commercial Services Rule * Provide technical support, review and accept procurement proposals prepared by others * Develop internal budgetary business cases as part of procurement effort * Provide advice and support to the Commercial function on day to day contract and commercial activities. * If applicable, support the merging of the Northern Estates Programme procurement activity into the R&R Programme.   **Management responsibility**   * Management and oversight of all collective procurement roles deployed within the Restoration and Renewal Programme teams * External procurement experts and supply chain providing service to the R&R.   **Stakeholder management and relationships**  As part of the R&R Programme Team, the Procurement Lead will need to work with:   * Commercial team members, including the Commercial Strategy Manager and Commercial Manager * The Programme Delivery Director, Sponsor Directors and the Workstream/Project leads * Client Advisory Contracts and any other contracts procured to provide procurement capability for the Programme * Parliamentary Procurement & Commercial Services teams and Finance Directors of the two Houses * The Senior Responsible Officer/Director General of the House of Commons * Managing Director of Strategic Estates, Strategic Estates Finance team and Finance Business Partner | |
| QUALIFICATIONS AND KNOWLEDGE |
| Essential   * Commercial or Finance Degree or equivalent * Professional membership or professional qualification e.g. Royal Institute of Chartered Surveyors (RICS) and/or Chartered Institute of Procurement and Supply (CIPS)   Desirable   * Experience of working in an environment going through organisational change and some knowledge of organisational change initiatives. |

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| **SKILLS AND EXPERIENCE** | **APPLICATION**  **FORM** | **TEST/ EXERCISE** | **INTERVIEW** |
| **Criterion 1**  Demonstrable experience of leading and managing procurement activities and service delivery on large scale construction programmes/projects in the UK with portfolio values in excess of £1 billion. |  |  |  |
| **Criterion 2**  Demonstrable technical knowledge and experience of developing strategic procurement and delivery frameworks/models for large scale procurement construction programmes/projects |  |  |  |
| **Criterion 3**  Excellent interpersonal and customer service skills, with the ability to deal tactfully and confidently with people at all levels, always upholding the principles of equality, diversity and inclusion. |  |  |  |
| **Criterion 4**  Experience and knowledge of the UK construction supply chain (for major projects in excess of £1b) and the macro and micro economic trends. |  |  |  |
| **Criterion 5**  Detailed knowledge and experience of the Public Contract Regulations 2015, relevant restricted procedures and known government procurement frameworks. |  |  |  |
| **Criterion 6 - Analysing**  Can demonstrate a high numeracy and literacy ability. Effectively analyses all sources of information to identify key issues and options, including gathering information and ideas from outside the organisation to benefit the R&R Programme. |  |  |  |
| **Desirable**   * Experience in working in the Public Sector procurement authorities or Civil Service * Supply Chain knowledge and experience in the procurement of services/works contracts for the delivery of major refurbishment and heritage projects. |  |  |  |

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| **ADDITIONAL INFORMATION** |
| **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 three of the last five years they are not usually eligible for vetting (but we assess each case individually).  **Hours**  Net conditioned full-time working hours for staff of the House are usually 36 per week. This excludes daily meal breaks of one hour. The exact daily times of attendance will need to be agreed with relevant line manager.  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.  **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.  **For further information**, candidates should refer to these websites – House of Commons careers at [**www.careers-houseofcommons.org**](http://www.careers-houseofcommons.org/) and the UK Parliament at [**www.parliament.uk**](http://www.parliament.uk).  You can contact the Recruitment team at [**Recruitment@parliament.uk**](mailto:Recruitment@parliament.uk)or by telephone on 020 7219 6011. |