



HOUSE OF LORDS

Job Description

Details of a current vacancy in the House of Lords. To apply for this post, please ensure you complete all sections of our online application form found at <http://www.parliament.uk/about/working/jobs/>

Job Description

Job title

Senior Procurement Managers x 3 posts

Reference number

2128/2129/2131

Office

Parliamentary Procurement and Commercial Service (PPCS)

Grade

HL7 (SEO equivalent)

Starting Salary

Up to £51,951

Term

These posts are permanent.

Scope of the job

Background

The Parliamentary Procurement and Commercial Service (PPCS) is a service to both Houses of the UK Parliament. Parliament procures a range of works, goods and services contracts in a public-sector context requiring the highest standards of compliance and value for money. The PPCS ICT category team provides support to Parliamentary Digital Services. The PPCS Supplies & Services team provides support to the remainder of Parliament including broadcasting services, catering supplies and services, printing and consultancy services, etc. The PPCS Policy and Compliance team sits at the heart of PPCS providing the procurement policies and procedures to be used. The successful candidates will join one of these three teams to lead and advise on procurement activities, including Procurement Regulations based, below threshold and other bespoke competitions as appropriate.

Main objective

- 1) To manage procurement exercises throughout the procurement lifecycle, providing advice and support to clients.
- 2) To work independently and confidently when leading procurement exercises.
- 3) Ensure the best commercial and required outcomes for the business in addition to a compliant process and result.
- 4) Identify opportunities to improve efficiency, effectiveness, and

economy through procurement activity such as developing the use of frameworks and other related procurement route options.

Policy

- 5) To assist in defining best practice in respect of (1) - (4) above and additionally assist in governing delivery, data collection, developing new policies and procedures and reporting.

Key internal and external relationships

- Customers in the Parliamentary administrations who require assistance in procuring supplies and services
- External suppliers to Parliament and Framework providers.

Main responsibilities

Line management and budgetary responsibilities

2 of these posts manage HL6 staff. No direct budget responsibilities.

Other responsibilities of the post

Assisting the relevant Head of Procurement in forecasting, planning and resourcing procurement projects as well as participating in the development of a regularly reviewed forward plan and category team objectives.

Be highly flexible and undertake any other grade-appropriate duties according to the need of the service, including possible transfer between categories if required.

Person specification

The qualifications required for the post are:

Level 5 CIPS diploma preferred, consideration will be given to equivalent experience or qualifications.

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.

Our Values

The House of Lords Administration has four values: respect, inclusivity, professionalism and responsibility. Our behaviours sit alongside our values, translating them into day-to-day actions and demonstrating how we bring our values to life. They outline what we can expect from each other at work and ensure we all play our part in building an inclusive and respectful workplace culture.

The [values and behaviours](#) are applicable to everyone who works for the House of Lords. As colleagues and representatives of the Administration, everything we do and say counts.

The post holder will be expected to operate in line with the House of Lords workplace values which 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 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.

Competencies:

Essential

- **Knowledge and Experience** - Detailed knowledge and significant relevant experience as a procurement professional – offering advice and managing procurement exercises in compliance with public sector procurement regulations and EU procurement directives at pace, with focus and tenacity
- **Procurement Delivery** - Proven ability to deliver procurement operations through effective client management and to develop rapport with colleagues and contacts, utilising negotiating and influencing skills to produce a positive outcome
- **Contract Management** - An understanding of contract management including risk analysis and performance monitoring
- **Communication and Collaboration** - Ability to communicate effectively and work collaboratively with senior management and staff and external advisors at all levels, both specialists and non-specialists.
- **Organised and Methodical** - Well organised, methodical approach to work with an ability to prioritise and multitask
- **Quick learner with initiative** - Ability to learn quickly and exercise initiative and seek ways to improve service

Desirable

For the ICT post, experience of using G-Cloud and similar Digital Marketplace frameworks. For the Policy post, experience of delivering central support to a Commercial Team.

Terms and conditions

Salary and allowances

Salary is negotiable dependent on experience and qualifications. The post is paid in accordance with House of Lords grade HL7 (£38,625 minimum - £ 46,951 maximum per annum) plus up to £5,000 per annum for CIPS qualifications at

Level 6 (MCIPS). Pay increases usually depend on performance as assessed in annual performance reviews, up to the current band maximum (plus qualification related allowances). Salary is paid monthly by bank transfer.

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-times).

Consideration will be given to candidates expressing a wish to perform the role on a flexible working arrangement such as those set out below:

- **Part-time working**
- **Compressed hours**
- **Home working (2-3 days a week)**

If you are selected for interview, please inform the panel of the days/hours you are available to work.

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](#) page.

Pension

The House of Lords participates in the [Civil Service Pension Schemes](#). As an employee of the House, you will be entitled to join one of these highly competitive pension scheme arrangements.

Annual leave

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

Inclusion and Diversity

The House of Lords Administration is committed to increasing diversity and maintaining an inclusive workplace culture. We welcome applications from all candidates regardless of their age, caring responsibilities, disability, gender/sex, gender reassignment/trans status, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation and socio-economic status. The Administration will also consider flexible working arrangements and reasonable adjustments.

For these roles we particularly welcome applications from groups which are currently underrepresented within the team, including applications from Black, Asian and minority ethnic candidates, candidates with disabilities and candidates who identify as women.

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

The House of Lords (along with all government departments) has to comply with a Baseline Security Standard. The standard requires that we ascertain the identity of the applicant, their right to work in the UK, their employment or academic history over the last three years, and their address history over the last three years.

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 see the [National Security Vetting booklet](#) for further information.

In addition, applicants are required to give a reasonable account of any significant recent periods of time (more than six months) spent abroad. Applicants who have been unemployed or self-employed for over six months in the last three years (whose last three years' employment/academic history are not covered by references) will be asked to provide further documentation to prove their history.

Returning your completed application

Please complete your online application by 5pm on Friday 8 July 2022.

If you require any reasonable adjustments during the application process, please contact HLHumanresources@parliament.uk or call 020 7219 3185.

Telephone enquiries

If you wish to find out more information about these posts, please contact Richard Blake (blaker@parliament.uk) initially by e-mail or telephone 020 7219 8122.

Applications from recruitment agencies Are welcome. Please contact blaker@parliament.uk for advice as to the process to be followed and agreement as to terms.