**­**



|  |  |
| --- | --- |
| Job Title: | Senior Commercial Manager (ICT) |
| Office: | Parliamentary Commercial Directorate (PCD) |
| Grade: | HL7 |
| Salary: | Circa £60,000 per annum.  Total salary may be comprised of a mixture of basic pay up to £53,000 (consolidated) and market sector allowances (non-consolidated). |
| Hours: | Full-time, 36 hours per week. |
| Location: | Palace of Westminster and the Parliamentary Estate, London (Central). There is scope for working from home/remotely for up to 3 days per week. |
| Number of Posts: | 1 |
| Contract Type/ Duration: | Permanent |
|  |  |

# Background

# The UK Parliament sits at the heart of our democracy and system of Government in the UK. Comprised of two Houses (the Lords and the Commons) UK Parliament works on behalf of UK citizens to check and challenge the work of Government, make and shape effective laws, and debate/make decisions on the big issues of the day

# This role sits within the Parliamentary Commercial Directorate (PCD). This Directorate is responsible for commercial strategy, commercial policy and standards, procurement delivery and contract & supplier management support across Parliament. The PCD team is a bicameral service that supports the House of Lords, the House of Commons and Parliament’s joint departments (currently the Parliamentary Digital Service and the Renewal and Restoration Client Team).

# PCD is expected to become a joint department of both Houses later in 2025, led by a new Chief Commercial Officer and strengthening PCD’s position as a cross-parliament function.  This is an exciting opportunity to work as part of a growing and ambitious function committed to delivering for the members of both Houses the goods and services they need, when they are needed at best value to the taxpayer. We have an annual spend of approximately £1bn and support transformational projects across Parliament and our Estate, including at the UNECSO world heritage site of the Palace of Westminster.

# Over the coming years we plan to undertake significant changes aimed at increasing our impact across Parliament, reflecting an increasing number of high-profile and high-value contracts and building on our successful Fast Forward improvement plan following the Review of Financial Management conducted by Lord Morse. This comes on top of continuing to ensure the value for money from our nearly £1bn in annual spend.

# You’ll have responsibility within the ICT category, or for a specific sub-category, supporting on delivering high value and complex ICT procurements which will range from Cloud Software (SAAS), Hardware, End User Devices, Network Infrastructure, Digital Support and Maintenance, Telephony and Digital Connectivity, IT Service Implementation and Audio Visual, Broadcasting Equipment and Services. You will also be a trusted partner and advisor to business areas and projects that you are supporting – whilst also being trusted to deliver digital procurement projects with autonomy and drawing upon your extensive knowledge and experience.

# You will be an organised, self-motivated and engaged individual as well as an active team player and contributor and be a part of ensuring that the overall commercial function can operate at its best. There will also be the unique opportunity to learn more about the workings of the UK Parliament.

# Main Objectives

# On a day-to-day basis, the role would involve but not be limited to:

* Responsible within the ICT category, encompassing Hardware, Infrastructure, Telephony, Software and IT Professional Services, supporting the development of category strategies and delivery of sourcing requirements that are in line with business needs, as part of the team supporting business as usual and project activities.
* Responsible for compliant end-to-end procurements, delivering demonstrable value for money and compliant goods and services contracts.
* Develop key stakeholder relationships and enable critical early engagement that supports the development of effective specifications that deliver requirements in line with business needs, acting as a business partner to provide expert advice to stakeholders on all aspects of the commercial lifecycle.
* Manage own workload with competing priorities balancing operationally urgent and important tasks to deliver to key deadlines.
* Deputise for Head of Category as required
* To lead work on sensitive projects within a secure environment as required.
* Implement, manage, improve, and promote the use of systems, tools and data management to create useful management information to support the business in spend in your category.

# Key Internal and External Relationships

# 

# Business leads and representatives within the business area

# Senior Parliamentary stakeholders

# Parliamentary Commercial, finance, and legal colleagues.

# Crown Commercial Services and other government departments.

# Appropriate level supplier relationships.

# External framework suppliers

# Main Responsibilities

**Line Management and Budgetary Responsibilities**

You will be responsible for line management of two Commercial Managers.

**Other responsibilities of the post**

Assisting the Head of category 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 to undertake any other grade-appropriate duties according to the need of the function, including possible transfer between categories

**Person Specification**

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.

**Qualifications**

You may have level 5 CIPS, equivalent experience or other relevant qualifications.

**Our Values**

We live our values in everything we do, making sure that people across all teams, locations and roles are included. By delivering on the strategy of the [House of Commons](https://www.parliament.uk/mps-lords-and-offices/offices/commons/the-board/board-decisions/strategy-business-planning/hoc-strategy/) and the [House of Lords](https://www.parliament.uk/globalassets/documents/lords-business-plans/hol-strategy-poster-to-2025.pdf) and living our values, everybody in the Parliamentary Commercial Directorate will play their part.

The values in the Lords 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, impartiality 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.

The values in the Commons are:

* 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 with our integrity.
* Collaborative: We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership.

**Essential Competencies**

The key criteria for the person in this role are:

* Relevant demonstrable experience of developing and leading commercial strategies and delivering procurement in ICT (or related) categories.
* A successful career in procurement, with the ability to manage a variety of procurement procedures at all stages of lifecycle, demonstrating category management experience and achievements delivering best value and efficiency via category solutions.
* Detailed knowledge and significant relevant experience as a commercial professional including, delivering, advising and managing procurement exercises in compliance with public sector procurement regulations at pace.
* A comprehensive understanding Procurement Legislation (Public Contract Regulations 2015 and Defence and Security Public Contract Regulations) and the Procurement Act 2023.
* Demonstrable ability of using data from systems to inform decision making and deliver optimum commercial solutions
* Experience of working at senior levels with internal and external stakeholders.

**Desirable Competencies**

It is likely suitable candidates will be able to evidence:

* Experience of delivering commercial strategies and procurements in more than one category.

**Terms and Conditions**

#### **Salary**

The post is paid in accordance with House of Lords grade HL7. Total salary may be comprised of a mixture of basic pay up to £53,000 (consolidated) and market sector allowances (non-consolidated).

Pay increases usually depend on performance as assessed in annual performance reviews, up to the current band maximum. Salary is paid monthly by bank transfer.

#### **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](https://www.parliament.uk/mps-lords-and-offices/offices/lords/lordshro/employee-benefits/) page.

#### **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-time).

Consideration will be given to candidates expressing a wish to perform the role on a flexible working arrangement with home working (up to 3 days a week from home). One of the 2 days in the office each week must be a Tuesday, as this is PCD’s team day.

#### **Pension**

The Houses of Parliament participate in the [Civil Service Pension Schemes.](http://www.civilservicepensionscheme.org.uk/members/prospective-members-faq/) As an employee, you will be entitled to join one of these highly competitive pension scheme arrangements which can attract employer contributions currently up to 28.97%.

#### **Annual leave**

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

**Inclusion and Diversity**

The Administration of both Houses are committed to increasing diversity and maintaining an inclusive workplace culture. We welcome applications from all candidates with diverse characteristics, including different ages, caring responsibilities, disability, gender/sex, gender reassignment/trans, marriage and civil partnership, pregnancy and maternity, race/ethnicity, religion or belief, sexual orientation and socio-economic status. We welcome discussions about flexible working arrangements and reasonable adjustments.

**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**

Successful external candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level.  All successful candidates are required to pass these checks before an offer can be confirmed.

To enable meaningful checks to be carried out you will need to have lived in the UK for a sufficient period of time. To obtain CTC clearance, you must have normally resided in the UK for a minimum of 3 years out of the last 5 years.

[Click here](https://www.parliament.uk/globalassets/mps-lords--offices/offices/pass-office/psd-national-security-vetting-booklet.pdf) for further information.

**Returning your completed application**

Please complete your online application by 23.55pm on Sunday 22nd June 2025.

You will be required to submit a CV and provide specific examples/evidence against each competency as part of your online application.

If you require any reasonable adjustments during the application process, please contact the Recruitment team on 0207 219 5973.

If you wish to find out more information about this post, please contact [hlrecruitment@parliament.uk](mailto:hlrecruitment@parliament.uk).