



The Scottish Parliament
Pàrlamaid na h-Alba

Senior Purchasing Manager—2 Full Time Posts

Recruitment Pack



Welcome from Veronique Malcolm, Head of Procurement

Thank you for your interest in applying for these key Procurement roles within the Scottish Parliament.

As a Senior Purchasing Manager you will hold a strategic role within the procurement team, contributing to and influencing decisions.



The role is varied and will provide you with the opportunity to develop your leadership and staff management skills, preparing you for the next step in your professional journey. You will have access to training and development opportunities, will be trusted to work on a wide variety of key issues, and to liaise at all levels within the organisation, including senior management.

Working in a close-knit team, you will be valued and respected as an individual and your input will be appreciated by your team. Your expert advice will be frequently sought and will be vital to both your team and many others across the organisation.

As a team, we firmly believe in successfully balancing lifestyle choices with business requirements, supporting home working when appropriate. We also operate a wide variety of working patterns. Although our normal working week is 37 hours all requests for flexible working will be seriously considered.

We are committed to increasing the diversity of our parliamentary service so that we can benefit from the broadest range of perspectives, backgrounds, skills and experience as we tackle the challenges and opportunities ahead. We would therefore particularly welcome applications from disabled people and members of the black and minority ethnic communities.

If the opportunity to work for the Scottish Parliament in this challenging role excites you, and you have the right skills and experience, we would love to hear from you.



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About the role

The Procurement Services office manages the procurement of the goods, services and minor works required by the Scottish Parliamentary Corporate Body (SPCB). It provides strategic direction for SPCB procurement and is responsible for the development and implementation of the SPCB procurement policy.

Procurement Services seek to:

- ◆ Use our collective expertise to deliver high quality contracts
- ◆ Deliver best value for money in SPCB procurement
- ◆ Ensure legislative compliance, governance and accountability in our procurements
- ◆ Promote and integrate sustainability in our decision-making process
- ◆ Support and improve access to procurement opportunities to Small and Medium Enterprises, supported businesses and the third sector
- ◆ Enhance our procurement skills
- ◆ Engage constructively with a range of stakeholders to improve performance and promote continuous improvement



Reporting to the Head of Procurement, you will be part of the office's leadership team that consists of the Head of Procurement and two Senior Purchasing Managers. You will supervise three purchasers, assisting in the development of their skills and knowledge and providing support and guidance on a wide range of procurement issues. Accountable for the performance of your team, you will have responsibility for the effective and timely delivery of procurements, ensuring legislative compliance and value for money is achieved. You will contribute to the delivery of our [Corporate Procurement Strategy](#), supporting our commitment to sustainable procurement and will lead on the delivery of specific projects and initiatives. You will work closely with others in the Procurement office and will maintain business relationships with colleagues across the organisation and the wider procurement community.

Main duties

- ◆ Leading and managing all members of your team, assisting in their skills and knowledge development, creating an environment that stimulates questioning and innovative thinking.
- ◆ Providing professional advice and guidance to your team members and others across the organisation on complex areas of procurement, assisting in the resolution of issues in current procurements or existing contracts.
- ◆ Ensuring procurements taken forward in your team comply with SPCB procurement policy and public procurement legislation, actively encouraging the delivery of social, economic and environmental outcomes in contracts.
- ◆ Ensuring you and your team positively contribute to the delivery of the Corporate Procurement Strategy.
- ◆ Supporting the SPCB commitment to sustainable procurement.
- ◆ Ensuring the delivery of procurements and all other work delivered by your team.
- ◆ On an ad hoc basis, taking the lead in delivering procurements of a novel or complex nature.

About the role

Main duties (continued)

- ◆ Overseeing the management of procurement activities associated with contract and supply chain management in your team, making sure effective support and guidance is provided to Contract Managers.
- ◆ Participating in the office workforce planning, contributing to workload prioritisation and resource allocation.
- ◆ Maintaining strategic and productive relationships with internal customers to improve collaboration and increase understanding of how our office can better support the delivery of our customers' procurement requirements.
- ◆ Contributing to the update of procurement policy and procedures in line with evolving legislation, the Procurement Journey, internal audit's recommendations and lessons learned, briefing your team and relevant stakeholders.
- ◆ Keeping up to date with procurement best practice developments and the regulatory framework for public procurement in Scotland.

You may also be involved in:

- ◆ Developing induction and coaching programmes to support new staff.
- ◆ Overseeing the production of the annual spend report.
- ◆ Contributing to the development of the Corporate Procurement Strategy and annual report.
- ◆ Assisting the Head of Procurement prepare for the Procurement & Commercial Improvement Programme's external assessment.



Skills, Knowledge and Experience

You will be an experienced and qualified procurement professional.

You will have a track record in leading high risk/value EU Procurements; must be a full Member of the Chartered Institute of Procurement and Supply; will have experience in coaching other purchasers through a procurement; and will have managed staff.

Specialist Professional and Technical

- ◆ Proven experience in leading complex and high value procurements, developing well-structured tender documentation, evaluating tenders and leading tender evaluations, utilising the Procurement Journey's guidance and available tools.
- ◆ Working knowledge and understanding of public procurement rules in Scotland and the ability to identify challengeable decisions in procurements and to propose solutions to mitigate risks.
- ◆ Understanding of contract law and the ability to provide advice and guidance to others on key contractual aspects e.g. intellectual property rights, data protection, confidentiality, cyber security and TUPE.
- ◆ Ability to assess the sustainability impacts of a procurement requirement and to achieve demonstrable improvements in a contract.
- ◆ Experience of developing pricing models for goods and services based on whole life costing.

Team Working, Collaborative Working and Influencing

- ◆ Ability to form constructive working relationships within own team and with others across the organisation.
- ◆ Ability to work collaboratively across teams, engaging in constructive discussions and encouraging participative decision making.
- ◆ Aptitude for creative problem solving, recognising where improvements can be made, actively suggesting and encouraging new approaches.

Communication

- ◆ Ability to provide advice, support, and guidance on complex procurement matters at all levels within the organisation.
- ◆ Excellent written skills, demonstrated through the ability to produce clear, concise, well-structured, and well-argued documents.

Staff Management

- ◆ Ability to set, monitor and manage staff performance, addressing issues constructively.
- ◆ Ability to pro-actively support staff members' professional development, recognising gaps in knowledge and experience and providing the required level of support, advice and guidance.
- ◆ Experience in coaching other purchasers through a procurement.

Planning, Organising and Delivery

- ◆ Excellent time management and organisational skills including the ability to prioritise and meet deadlines across several different work streams.

The above skills and your existing knowledge and experience are vital to succeed in the role of Senior Purchasing Manager.

About us

The parliamentary service of over 500 people is a high-achieving and professional organisation. We are not civil servants; we serve the Parliament and its Members and not the Scottish Government.



The [Scottish Parliamentary Corporate Body](#) is responsible for providing the Parliament with the property, staff and services required for the Parliament's purposes, in accordance with the Scotland Act 1998. It is made up of five Members elected by the Parliament and the Presiding Officer.

The Corporate Body delegates the day-to-day running of the Parliament to Sir Paul Grice, our Clerk/Chief Executive. Paul is assisted by his [Leadership Group](#) in setting the strategic direction for the parliamentary service and for creating the conditions that helps to promote a positive workplace culture. You can view the [organisational chart](#) and you can read about the [Parliamentary offices](#).

Our vision is clear: To make a positive difference to the lives of the people of Scotland. This means putting people at the centre of everything we do. Our performance framework helps us to communicate and implement our strategic priorities through the parliamentary service. The [strategic plan](#) sets out our aims and priorities and the [delivery plan](#) contains the activities that deliver the strategy. They provide a set of shared priorities for everyone across the parliamentary service and cover matters such as improving parliamentary scrutiny, developing and investing in our staff, aligning public engagement with parliamentary business and providing high quality support to our elected Members. Each of the aims is equally important as they are inter-related. This means that we cannot achieve one without the others and that every one of our colleagues plays an important role in delivering them.

We attach great importance to the [Diversity and Inclusion Strategy \(D&I\)](#) and our commitments form a central part of our working culture.

We are committed to providing a great working environment where people enjoy coming to work and feel valued for their contribution and excel in their chosen careers. Everyone has the right to be treated with respect and dignity and we have a zero tolerance approach to bullying, harassment or victimisation of any kind. We recognise that improving employee engagement has a positive and significant effect on organisational performance. We know that ideas generated by colleagues can help shape the future direction of our services and contribute to the successful delivery of our goals, and our inclusive leadership style guides us in this approach.

We are committed to building a workforce which reflects the diversity of the people of Scotland. We are proud to be an equal opportunities employer that values and respects the people who work for us. We seek to ensure all job applications are treated fairly, with respect and without bias. We positively encourage applications from suitably experienced candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We particularly welcome applications from female and black and ethnic minorities (BME) candidates who are under-represented at this level. All appointments will be made on merit.



We are committed to agile working and currently operate a wide variety of work patterns and arrangements across the parliamentary service. We will be pleased to consider applications from candidates wishing to work flexibly and all requests will be seriously considered. Please include clearly any information about your preferred working arrangements in your application.



How to apply

Applications

The first stage of the recruitment process requires you to submit your CV and a covering statement of 2 page maximum to jobs@parliament.scot by 4pm on 23 August 2018.

Your statement should list five (5) high value procurements (over £0.5 million each) **you have led**, of which no more than 2 can be from further competition through a collaborative framework. The following details must be provided:

- ◆ Types of goods or services purchased
- ◆ Start date of the contract
- ◆ Contract duration (identifying optional extensions—e.g. 3 years + 2 annual extensions)
- ◆ Value of the contract (including optional extensions)
- ◆ Procurement route (e.g. restricted, competitive dialogue)
- ◆ Savings and other benefits achieved

The second stage will require you to expand on your application by submitting (in writing) evidence to demonstrate, using practical examples, skills that are essential to succeed in the role of Senior Purchasing Manager. If successful following this stage further questions may be asked on this at interview.

The third stage will be a short written exercise and interview.

Please note that interviews will take place week commencing 8 October 2018, however, this date may change.

Closing date for applications: 4pm on 23 August 2018

For any questions about the post, please contact Veronique Malcolm, Head of Procurement by email or telephone:

veronique.malcolm@parliament.scot

0131 348 6597



Summary of terms and conditions of employment

Salary

Minimum starting salary £42,066 per annum, paid monthly by bank credit transfer. You will progress at the rate of one scale point per year on the anniversary of taking up the appointment grade.

The salary range for this post is shown below:

Minimum	Year 1	Year 2	Year 3 (Max)
£42,066	£44,927	£47,788	£52,679

Hours

The way the Parliament works means that different groups of staff work varying hours and patterns. You may have to work longer hours when Parliament is sitting and reduced hours during recess periods. For this reason we have very progressive flexible working hours (FWH) arrangements. You will be required to work within these arrangements.

Notwithstanding your individual working pattern, if you are employed on a full time basis, you will be contracted to work 1623.6 hours per year. This is the equivalent to a 37 hour week, excluding breaks, annual leave and public and privilege holidays. If you work on a part-time basis, you will be required to work the number of hours specified in your appointment letter.

Bandwidths are the hours within which staff may work and accrue time under the FWH arrangements. The bandwidth is from 7:00am to 8:00pm for all work areas and from 7:00am to 10:00pm for Sub Editors, the Deputy Editor and the Editor in the Official Report.

Annual Leave

Your annual leave allowance will be 30 days. Our annual leave year runs from 1 September to 31 August. If you take up your appointment during the course of the leave year, your annual leave allowance will be proportional.

In addition, you will also receive 11.5 days public and privilege holidays. They are normally taken at fixed times of the year. If you are required to work on a public or privilege holiday overtime arrangements will apply.

If you work on a part-time basis, your annual leave and public and privilege holiday entitlement is pro-rated.

As with working hours, there may be restrictions on annual leave when Parliament is sitting. In any event you may not take annual leave unless it has been agreed, normally in advance, with your line manager. The annual leave allowance is 30 days.

Pension

Unless staff choose otherwise we offer the opportunity to join the Civil Service pension arrangements, which include a valuable range of benefits. We will make substantial employer contributions towards the Civil Service pension. More information can be found on the [Civil Service Pensions website](#).

Age

The SPCB does not operate a retirement age policy. This means that there is no upper age limit beyond which you would be automatically retired and you are free to continue in employment for as long as you wish subject to the normal rules concerning Performance, Attendance and Conduct.

Travelling and Other Expenses

We pay travelling and other expenses if you incur them whilst on official duty. However, we will not reimburse the cost of normal daily travel between home and office.

Unless we have stated otherwise in the advert, we do not reimburse travel or other expenses you incur in attending an interview or assessment with us. We are happy to explore alternative arrangements if this causes you difficulty.

Probation

You will be on probation for six months. Confirmation of your appointment is dependent on the satisfactory completion of this probation period, taking into account your job performance, conduct and attendance.

Outside and Political Activities

As an employee of the SPCB, you may not take part in any activity that would in any way conflict with the interests of the Parliament or be inconsistent with your duties and responsibilities.

You may not take part in national political activities, although you may seek permission to take part in local political activities. If permission is granted, it will be subject to the observance of general rules relating to possible conflicts between your official responsibilities and your political activities.

Health and Safety

The SPCB is committed to promoting health and safety as a priority issue. Its aim is to take appropriate and reasonable steps to ensure that it conducts its business in such a way that employees and other people who may be affected by its work are not exposed to risks to their health and safety.

General Data Protection Regulation

For further details on how we will process your personal data please refer to the [HR Workers Privacy Notice and SPCB Recruitment Privacy Notice](#).

Suggestions

We want all applicants to feel that they have been treated fairly, even if they are not appointed. If you have any comments or suggestions about the way in which this recruitment campaign has been handled, we would really like to hear from you.

Referees

Please do not send references or testimonials with your form. If you are successful, we will approach previous and/or current employers for a reference. We can only make a formal offer of employment once we have received these references. If you have no employment history we may approach any school, college or university you have attended.

Health Assessment and Security Clearance

If you are successful at interview you will be asked to complete a health assessment form. If necessary, we may ask you to attend a medical assessment. Assessments are carried out by our occupational health supplier in the Parliament building. The reason why we carry out a health assessment is to make sure that the job you have applied for is suitable for you. It is also to find out if we need to carry out any adjustments to help you do the job.

Security clearance is required for this post. If you are successful we will ask you to complete a security questionnaire. This form will explain our security vetting policy. We can only make a formal offer of employment once the security clearance process is complete.

Visa and Work Permits

There are no nationality restrictions on who the SPCB employs.

You must however check whether there are any restrictions on your stay or your freedom to take or change employment in the United Kingdom before you apply for a post. If you are successful at interview we will make a complete enquiry into your eligibility to work in the United Kingdom.

Please note that this document is provided for information only and does not form part of the SPCB's terms and conditions of employment. Go to our [staff handbook](#) for full details of our terms and conditions of employment.

