



The Scottish Parliament  
Pàrlamaid na h-Alba

**Purchasing Manager**

**Recruitment Pack**



# Welcome from Veronique Malcolm, Head of Procurement

Thank you for your interest in applying for this key Procurement role within the Scottish Parliament.

The Scottish Parliamentary Corporate Body (SPCB) is offering a great opportunity for an experienced professional to join its procurement team as a Purchasing Manager.



You will work on a wide variety of procurements including, for example, purchasing a business continuity hosted planning tool and awarding a contract for design and digital production services. We will design a first class induction programme for you and will support your training and development. If you have still to complete your CIPS qualification, you will be given the time and financial resources to complete this.

The role will present you with opportunities to acquire new knowledge, develop your skills and increase your procurement experience. It will enable you to build a wide network with a varied group of people, both internally and externally and will prepare you for the next step in your professional journey.

Working in a close-knit team, you will be valued and respected as an individual. Your work will be appreciated and your input recognised by both your team and by others across the organisation.

As a team we firmly believe in successfully balancing lifestyle choices with business requirements by supporting home working where appropriate. We also operate a wide variety of work 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 SPCB provides the staff, accommodation and services needed by the Scottish Parliament to carry out its work. Procurement Services provides the strategic direction for SPCB procurement and is responsible for the development and implementation of the SPCB procurement policy and for managing the procurement of the goods, services and minor works it requires. Our [Corporate Procurement Strategy](#) supports our commitment to deliver our procurement responsibly and drives our procurement activity into 2020.

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 a Senior Purchasing Manager you will lead a diverse range of procurements for the purchase of goods and services (including IT goods, services and systems) that will typically be of a value above EU threshold.

You will be working with key individuals in a variety of business areas, developing and maintaining effective relationships and providing procurement and contract management advice. You will contribute to the delivery of the [Corporate Procurement Strategy](#) and will have responsibility for specific improvement projects and initiatives.

## Main duties

- ◆ Leading procurement projects (typically above the threshold for EU Procurement Directives), adding value to the process and ensuring compliance with SPCB procurement policy and public procurement legislation.
- ◆ Providing advice and support to business areas, managing the procurements via the SPCB E-procurement system, and utilising tools and guidance available to deliver compliant contracts.
- ◆ Contributing to Procurement Services' performance targets, including maximising opportunities for cash savings.
- ◆ Implementing agreed policies on sustainable procurement and identifying opportunities for SMEs, the third sector and Supported Businesses to participate in your procurements.
- ◆ Ensuring that the political and media implications of procurement activities are appropriately identified and effectively addressed.
- ◆ Developing effective internal and external networks and managing relationships and expectations of business areas within your field of responsibilities.
- ◆ Providing effective support and guidance to Contract Managers, including negotiating and formalising contract variations and dealing with escalated issues about contractors' performance.
- ◆ Taking forward specific improvement projects and initiatives that contribute to the delivery of best practice procurement.
- ◆ Assisting in the development and implementation of procurement policies and procedures.
- ◆ Responding to requests for procurement-related information (e.g. Freedom of Information legislation or as a result of parliamentary questions).
- ◆ Keeping up to date with procurement best practice developments and the regulatory framework for public procurement in Scotland.
- ◆ Developing and maintaining appropriate skills and knowledge in relation to "specialist" areas of procurement that may be allocated (e.g. environmental; ethical and social issues), providing updates to colleagues and giving advice and guidance to others when requested.
- ◆ Taking responsibility for your own professional development, identifying areas of improvement and putting in place appropriate measures.

## Staff testimonials

Dorothy Houston, Purchasing Manager, Procurement Services

“ A career in procurement was never part of my plan—but having found myself in Procurement Services following an organisational restructure, I have to say I have never looked back.

Over the past 5 years I have been supported –both financially and professionally—through studying for my Professional Diploma from the Chartered Institute of Procurement and Supply. Being recognised as a procurement professional gives me confidence in carrying out my role, as well as being fulfilling on a personal level.

As a Purchasing Manager, I collaborate with staff from across the Scottish Parliament to define requirements, engage with the supply market, identify appropriate procurement routes, and award contracts. All of this is done in line with industry best practice, public procurement regulation, Scottish Parliament policies and our organisational values.

On a daily basis, there is usually a good mixture of meeting with colleagues and suppliers, and desk based working on tenders. I also work on non-contract projects — the most recent of which being developing training materials to support non-procurement staff in understanding how they should undertake purchasing relevant to their role.

My work is mainly project based rather than reactive, which allows me to take advantage of the Parliament’s flexible working practices, including flexitime and occasional home working.

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James Vinestock, Purchasing Manager, Procurement Services

“ In my role as a Purchasing Manager at the Scottish Parliament, I am responsible for leading on medium to high value procurement projects.

During my eight years at the Scottish Parliament, I have enjoyed the opportunity to deliver a number of contracts for different business areas within the Parliament ranging from IT, Facilities Management and Events and Exhibitions. This variety creates unique challenges and I enjoy feeling that I am continually learning and developing.

The most rewarding aspect of my job is to deliver a value for money and sustainable contract successfully and then to see it used within one of Scotland’s most iconic buildings.

Thanks to the continued support from my line manager and Head of Procurement, I was supported through my CIPS (Chartered Institute of Procurement & Supply) study to obtain full MCIPS qualification. My studies provided me with a valuable and interesting insight into the full spectrum of purchasing and supply and enhanced my practical experience with an academic qualification.

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# Skills, Knowledge and Experience

It is an essential requirement of the post that you have demonstrable procurement experience of leading full sealed bid procurement projects for a range of goods and services, gained in the public or private sector.

You must hold as a minimum the Advanced Certificate in Procurement and Supply Operations or equivalent qualification that would enable you to study at CIPS level 4 Foundation Diploma in Procurement and Supply or higher. If you don't currently hold MCIPS status, you will be given the time and support to study towards full CIPS qualification to achieve it.

## Specialist Professional and Technical

- ◆ Ability to lead on the development of well-structured tender documentation, to evaluate tender evaluations in compliance with organisational processes.
- ◆ Understanding of contract law and ability to apply knowledge of legislation and key contractual aspects e.g. intellectual property rights, data protection, confidentiality, information security and TUPE in the development of contracts.
- ◆ 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 or services based on whole life costing.
- ◆ Ability to apply impartiality, confidentiality and integrity in a procurement role.

## Planning, Organising and Delivery

- ◆ A track record of working on own initiative, planning ahead and prioritising competing demands to meet agreed deadlines.
- ◆ Experience of managing procurement projects and delivering agreed objectives and targets.

## Communication

- ◆ Ability to provide advice, support, and guidance on complex procurement matters at all levels within the organisation, and to handle enquiries from suppliers.

## Team Working and Collaborative Working

- ◆ Ability to work in a team, actively contributing to the delivery of the team's objectives.
- ◆ Ability to lead project teams.
- ◆ Ability to ensure joint working across teams.

## Problem Solving and Decision Making

- ◆ A track record in making sound procurement decisions when problems arise.
- ◆ Ability to deal with contractors' performance failures.

## IT and Digital Skills

- ◆ Proficiency in Word and Excel.
- ◆ Ability to quickly pick up new systems or applications.

The above skills and your existing knowledge and experience are vital to succeed in the role of 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 pages maximum to [jobs@parliament.scot](mailto:jobs@parliament.scot) by 4pm on 23 August 2018.

Your statement should provide a list of procurement projects **you have led** in the last 2 years, providing the following details for each project:

- ◆ 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:
  - ◆ For public sector purchasers indicate whether quote; full sealed bid tender below or above EU threshold; mini competition; other
  - ◆ For private sector purchasers, give a brief summary of the type of procurement process followed

For the second stage you will be required 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 Purchasing Manager. If successful following this stage questions may be asked about the evidence provided at interview.

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

Please note that interviews will take place week commencing 1st October 2018, however, this date may change.

**Closing date for applications: 4pm on 23 August 2018**

If you have any questions regarding the post, please contact Helen Henry, Senior Purchasing Manager by email or telephone:

[helen.henry@parliament.scot](mailto:helen.henry@parliament.scot)

0131 348 6625





# Summary of terms and conditions of employment

## Salary

Minimum starting salary £33,037 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)
£33,037	£35,413	£37,789	£41,777

## 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.

