



**UK  
Parliament**

**Parliamentary Commercial Directorate**

*Chief Commercial Officer*

**Job description and person  
specification**

**March 2025**



## Parliamentary Commercial Directorate

Supporting a thriving parliamentary democracy

<b>Job Title:</b>	Chief Commercial Officer
<b>Salary:</b>	c£150,000 per annum
<b>Hours:</b>	Full time, 36 hours per week
<b>Location:</b>	Palace of Westminster and the Parliamentary Estate, London (Central)
<b>Number of Posts:</b>	1
<b>Contract Type/ Duration:</b>	Permanent
<b>Security Clearance Type:</b>	Counter Terrorism Check (CTC)

### Parliament

#### About the House of Commons

The UK public elects 650 Members of Parliament (MPs) to represent their interests and concerns in the House of Commons. MPs consider and propose new laws and can scrutinise government policies by asking ministers questions about current issues either in the Commons Chamber or in Committees.

The House of Commons, and its home in the iconic Palace of Westminster, is a key element of the UK Parliament. Over 3,500 staff work behind the scenes at the House of Commons and other joint teams, supporting the democratic process in many different ways. We are politically impartial and take great pride in the vision and values which guide our work.

It takes a huge range of skills and experience to keep the House of Commons running, and we all contribute to supporting a thriving parliamentary democracy. For more information please see the parliamentary website. You can find the Annual Report of the House of Commons [here](#).

#### About the House of Lords

The House of Lords is the second chamber of the UK parliament. It is independent from and complements the work of the House of Commons to make laws, check and challenge the actions of the government through questions and debates and investigate public policy and provide a forum of independent expertise.

The House of Lords Administration employs around 650 full and part-time staff, providing the administrative and logistical support for the House of Lords to work as an effective second chamber of Parliament. For more information please see the parliamentary website.

Corporate publications of the House of Lords are available [here](#).

### The Role and the team

The Chief Commercial Officer (CCO), reporting to the Director General (Operations) in the House of Commons and the Clerk of the Parliaments in the House of Lords, will lead our Parliamentary Commercial Directorate (PCD) responsible for procurement and all associated commercial support across the House of Lords, House of Commons, and joint

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departments. Contract management is devolved to Heads of Service across Parliament but the CCO will retain oversight of all contract activity and set and monitor standards for contract management in line with Government Functional Standards

The CCO will lead the PCD with a team of around 47 FTE professionals across a complex and high-profile bicameral portfolio of contracts in the region of £1Bn and over. Over the last 18 months and at a time of considerable change, PCD has developed and is implementing a change programme called Fast Forward. The key reasons for these changes were, to develop its maturity and also to respond to the recommendations of the Independent Review of Financial Management led by Lord Morse.

PCD is a critical enabler to a complex portfolio of projects and programmes and business as usual operational activity undertaken to ensure effective services to the Houses and to continue to preserve the UNESCO Heritage site alongside the long-term Restoration and Renewal programme for the Palace of Westminster. The team is responsible for enabling effective contract performance across parliament and the commercialisation of new procurements delivering value for money.

As a bicameral service, the CCO will contribute towards the delivery of the strategy and business priorities of both Houses, developing, implementing, and monitoring our Commercial Strategy to support these. They will build and maintain effective relationships both internally and externally, working collaboratively and innovatively with colleagues on all procurement and commercial matters.

Crucially, this role offers the opportunity to work on high-profile strategic programmes ensuring robust value for money procurements and that effective contracts are in place. The post holder will develop supply chain strategies that supports Parliament's journey towards being a client of choice in the market

### **Key internal and external relationships**

#### **Internal relationships will include:**

- The Executive Boards of the House of Lords and House of Commons
- Heads of Services of both Houses
- The legal offices of both Houses
- Restoration & Renewal Client Team
- The Domestic Committees and Commissions of both Houses
- Executive Sponsors and SROs of Programmes and Projects Boards
- Sub-Boards e.g. Strategic Portfolio Board, Information and Digital Board, and Investment Committee

#### **External relationships will include:**

- Supply chain providers
- Restoration and Renewal Delivery Authority
- Professional procurement bodies
- Government Commercial Function

### **Key Responsibilities**

To be successful in this role you need to operate strategically and collaboratively, and influence to deliver in a complex stakeholder landscape. You will:

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- Provide effective commercial, people and technical leadership for the Parliamentary Commercial Directorate of 47 full time equivalents, delivering sustainable change and transformation across the function including an appropriate resourcing model.
- Be the lead and advocate for the delivery of commercial excellence across Parliament, delivering a complex operational service and resolving issues as they arise.
- Be accountable for developing and delivering effective, viable and deliverable commercial strategies, ensuring procurement plans are in place which appropriately consider organisational value for the Houses alongside risk, to best support the realisation of outcomes and benefits from our complex portfolio of projects and programmes (e.g. Buildings and Infrastructure, Digital, Health and Safety, Security, Members services etc) and business as usual operations.
- Lead and embed the continued transformation of PCD in line with industry best practice, leading on innovation and best practice across the whole commercial lifecycle, setting and delivering a long-term strategic vision
- Establish strategic relationships including working effectively and proactively with Heads of Services of both Houses and the Office of Speaker's Counsel in the Commons, together with working effectively and proactively across boundaries with the Restoration and Renewal Delivery Authority on commercial matters. With Heads of Service of both Houses, establish relationships with key strategic suppliers at board level.
- Ensure legal compliance and the delivery of value for money across the full range of Parliament's procurement and contract management activities.
- Develop and implement plans to respond to government commercial policies (including procurement reform, modern slavery, and social value).
- Provide commercial advice and assurance to the Accounting Officers of both Houses (the Clerk of the House of Commons and the Clerk of the Parliaments, House of Lords), chair the Parliamentary Commercial Assurance Board, sit on bicameral strategic portfolio board, the Investment Committee and Category A project and programme boards.
- Build and maintain strong relationships at the highest levels including with the Executive Boards of both Houses, Domestic Committees and Office holders to reconcile competing needs and deliver commercial strategies and plans that align with both Houses priorities and objectives.
- Report on commercial performance to the Executive Boards, member committees including the Finance Committees and Commissions of both Houses and Joint Committees
- Drive the agenda to improve commercial awareness, contract management across a wide range of bicameral contracts and risks, including providing expert advice, leading negotiations on key contracts and managing significant potential reputational and financial risks.
- Ensure the Commercial function provides excellent customer service, is seen as proactive and an expert service that adds value, educate, advice, challenge and guides senior stakeholders on commercial priorities; a service that customers believe in.
- Effectively plan, forecast and manage the Directorate budget (currently c£4m).

Please note the above duties are not intended to be an exhaustive list. You may be required to undertake other duties that are appropriate to your role and pay band, as agreed with your line manager.

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We recognise that our successful candidate will need support to grow and flourish in the role. Both Houses are committed to providing training, support and development to all staff.

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### Person Specification

A person specification is a profile of the skills, knowledge and experience required of the post holder to do the job successfully. It provides a set of criteria against which all candidates can be measured objectively.

### Person Specification

	<b>Essential Experience, Skills and Knowledge</b>
1.	Proven experience of successful transformation of a commercial team that delivers high-profile and complex procurement activities across a broad range of goods, services and works, including providing effective contract management support/capacity in business areas.
2.	Proven ability to lead, engage, motivate and develop colleagues, a record of promoting a culture within which effort and outcomes are both recognised and rewarded and where everybody is treated with dignity, courtesy and respect.
3.	Experience of setting a long-term commercial vision and strategy, that earns the buy-in of the organisation, bringing about lasting and positive outcomes, and developing operational maturity.
4.	Significant experience of navigating a complex, political environment by demonstrating excellent judgment and senior stakeholder management to achieve shared goals or deliver compromises through negotiation.
5.	Demonstrable experience of engaging and influencing with actual and potential suppliers which has shaped its supply chains and achieved better value for public money and improved contractual outcomes
6.	Good practical knowledge of public sector procurement, including working knowledge of statutory obligations and risk profile. Evidence of being comfortable with the suite of NEC contract terms.
	<b>Qualifications</b>
7.	<ul style="list-style-type: none"> <li>Full Membership of the Chartered Institute of Procurement and Supply (MCIPS) or similar level of professional qualification in an environment undertaking large scale commercial procurement.</li> </ul>

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### ADDITIONAL INFORMATION

#### How to Apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to the UK Parliament on this appointment.

Candidates should apply for this role through Saxton Bampfylde's website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code OAKABE.

Click on the 'apply' button and follow the instructions to upload the following documents:

- A detailed CV (maximum 2 sides) setting out your career history, with responsibilities and achievements.
- A covering letter (maximum 2 sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of your application and will be assessed as part of your full application.
- Please complete the online equal opportunities monitoring\* form

The closing date for applications is noon on Thursday 27th March.

\* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

#### Hybrid Working

Our mission is to support making parliament happen – this means being ready to carry out our essential functions to support colleagues deliver excellent services on the Parliamentary Estate and remotely. Currently, staff can have a hybrid working arrangement under a Hybrid Working Policy. The opportunity to have a hybrid working arrangement and the nature of any such arrangement, varies according to the requirements of each job role. There are some roles which can only be carried out from the Parliamentary Estate.

#### Flexible Working

We offer a range of flexible working options and actively encourage applications from candidates expressing a wish to perform the role in a flexible working arrangement such as part-time working, job-share and compressed hours. We would be happy to discuss further if this is something you would like to explore.

#### Security

Successful external candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC), as described in the job description. 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 undergo a CTC, you must have normally resided in the UK for a minimum of 3 years out of the last 5 years. To undergo a SC, you must have normally resided in the UK for a minimum of 5 years. [Click here](#) for further information.

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### Reasonable Adjustments

The Parliamentary Commercial Directorate is committed to providing suitable workplace adjustments for colleagues so that they can be their best selves at work and ensuring that all colleagues are given the same opportunities.

If you require any additional support during the recruitment process, please contact the recruitment team on [recruitment@parliament.uk](mailto:recruitment@parliament.uk) to discuss how we can meet your needs. Examples of such support include additional time for tests or providing literature in large print (where appropriate). For more information on how we can support you in the workplace please refer to our [reasonable adjustments guidance](#).

### Outside Appointments

In order to be totally clear on any conflict of interest that has the potential to undermine your impartiality as an employee of the UK Parliament, due to a clash between your professional interest or the public interest, and your own self-interest, we do not anticipate that it would be possible to undertake this role in combination with other paid employment or non-executive roles.

We will request that you fill in a conflicts of interest form as part of the application process.

### Inclusion and Diversity Commitment

We want to build an environment where everyone feels welcome and able to be themselves. We want to reflect the diversity of our nation. And we want to attract more people from underrepresented groups. That's why our focus is on better support and flexibility, accessibility and more inclusive ways of working. We're a disability confident employer, and we believe in equality for all. So, we provide everyone with the encouragement and opportunity to thrive – including you.

### 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](#) and the [House of Lords](#) 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.



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