Finance and Contract Manager (Permanent)
Full Time, although job share applications are welcomed
Salary Range: £32,709 to £40,560
Location: Holyrood, Edinburgh

About the Post

The Scottish Parliament exists to define, debate, decide and legislate on issues of importance to the people of Scotland. It holds the Scottish Government to account and is answerable to the people of Scotland. The Digital Services Group (DSG) provides a range of digital services and solutions to the Scottish Parliament.

The role lies within the Resources & Governance Team of the DSG, a team of 9 staff which provides project management, portfolio management and business relationship management as well as administrative and financial support to the Business Information Technologies (BIT) Office. BIT develops and maintains the IT applications, infrastructure, solutions and services that support the business of the Parliament and its Members. We support about 1400 network users, mostly at Holyrood, but also in more than 100 local offices.

Duties

The role is to lead the development, continuous improvement and management of the processes required to ensure that the DSG effectively meets its contractual and financial responsibilities. Reporting to the Head of Resources & Governance your responsibilities will include:

- Collaboratively and constructively designing, implementing and managing financial and contract management processes, tools and templates to ensure the DSG meet its requirements.
- Ensuring alignment between BIT and the appropriate corporate practices and standards.
- Managing and auditing ongoing processes to ensure that BIT Contract Managers are carrying out their responsibilities.
- Working collaboratively with Contract Managers to improve KPIs and SLAs set out in contracts.
- Acting as the escalation route for issues within contracts and where necessary engaging and escalating with suppliers.
- Working with the Head of Resources & Governance to deliver high quality support to the BIT Management Team, including the provision of management information, and leading on and managing budget processes and submissions.
- Managing a small administrative team responsible for ensuring that all purchasing processes are carried out timeously, appropriately and with the proper authority.
- Ongoing management of DSG's budgets to ensure compliance at year end, and providing ongoing management reporting to support the process throughout the year.
- Undertaking the role of project manager on contract let projects, leading the project team to deliver new contracts, including application and infrastructure elements, whilst ensuring skills and experience are utilised effectively to deliver the best outcomes.
• Planning, resourcing, monitoring and controlling all aspects of project delivery, for contract let projects, including project team building and motivation, within the expected performance targets for time, cost, quality, scope, benefits and risks whilst ensuring that liaison, engagement and communications are managed effectively.
• Working with project executives or Senior Responsible Officers to ensure the conditions are set up for project success at the outset and drive corrective action where necessary.
• Conducting project closure and creating a recommendations report in order to identify successful and unsuccessful project elements with a view to learning lessons and improving project delivery in the future.

Skills, Knowledge and Experience Required

You will have relevant experience and/or a professional qualification. You will be able to demonstrate considerable work-related experience of Public Sector procurement.

You must be able to provide evidence to demonstrate the following in your application:

1. Public Sector Procurement / Commercial Skills
   • Experience of procurement in relation to IT contracts
   • Knowledge and experience of public sector procurement processes
   • Experience in contract / vendor management
   • Contract management of high value contracts

2. Project Management
   • Good understanding of IT project and service delivery with experience in IT Project Management roles
   • Good understanding of change management
   • Experience of work planning, scheduling and reporting

3. Financial Management
   • Good understanding of financial management and an awareness of processes such as the purchase to pay cycle as well as assisting the management team with budget tracking and transparent reporting
   • Ability to coach and train others in new processes

4. Problem Solving
   • Ability to evaluate complex and ambiguous information and then develop a coherent plan of action using strong analytical planning and organisational skills
   • Experience of developing improvement plans for processes and tools
   • Identifying opportunities where a contract can be exploited to assist with a current or future business need

5. Leadership and Communication
   • Good engagement skills with the ability to influence, resolve conflict and manage expectations
   • Able to positively lead and inspire project teams to work together to successfully deliver goals

6. Team Working and Motivation
• Able to lead a small team
• Able to generate enthusiasm and collaborative working to successfully deliver organisational goals

Application

To apply, you should read this information, complete the application form and submit to jobs@parliament.scot by no later than 5 pm on Tuesday 21 March 2017.

Interviews will take place on 24 and 25 April 2017. If you are invited to interview you will be assessed against all of the criteria described above and will be asked to give a presentation on how you would shape the role.

Salary

The salary range for this post is shown below (effective 1 April 2017):

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3 (Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>£32,709</td>
<td>£35,062</td>
<td>£37,414</td>
<td>£40,560</td>
</tr>
</tbody>
</table>

You will progress at the rate of one scale point per year provided you are performing your duties to the required standard. Your progression date will be the anniversary of taking up the appointment in the grade. You will be paid monthly in arrears by Bank Credit Transfer directly into your bank or building society account on the last banking day of the month.

Other Information

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 1,631 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 10½ days public and privilege holidays (increasing to 11.5 in the 2017/18 leave year). 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 will be 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.

**Pension**

Unless you 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 your Civil Service pension. More information can be found on the Civil Service Pensions website at [www.civilservice.gov.uk/pensions](http://www.civilservice.gov.uk/pensions)

**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.

**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.
Data Protection

Under the terms of the Data Protection Act 1998, information provided by you will be processed and stored to provide management information for recruitment and equal opportunities monitoring purposes. We will also use this information to form the basis of your personnel record if you are successful for the job. Otherwise we will not retain this information for any longer than it is needed and we would normally dispose of paper records after 6 months. You will have the right of access to any information held about you.

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 carry out 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.

Equal Opportunities

The Scottish Parliamentary Corporate Body is committed to promoting equality of opportunity and treatment and to eliminating unfair discrimination in its employment practices. It will seek to ensure that all job applicants and staff are treated fairly, with respect and without bias. No job applicant or employee will receive less favourable treatment than others because of her or his: gender; gender identity; sexual orientation, marital or family status; racial group (includes colour, race, nationality, national or ethnic origin), religion, religious belief, or a similar philosophical belief (or lack of any of these);
disability (unless such treatment is objectively justified); age (subject to retirement practice age); part-time or fixed-term contract status (unless such treatment is objectively justified); and trade union membership status/activities.