



TRINITY HOUSE

ROLE PROFILE

Procurement & Contract Manager (VRP) – Vessel Replacement Project

JOB PURPOSE

Responsible to the Head of Procurement and Contract Management, with a dotted line of accountability to the VRP Project Manager for managing the procurement and contractual aspects the Vessel Replacement Project (VRP) in which the urgent replacement of the THV PATRICIA is a priority.

As the VRP Procurement and Contract lead, the post holder will be required to develop the tools and offer the expert leadership that will lead to commercial solutions to complex challenges and drive effective commercial assurance for the project. They will scrutinise the work of the project's financial and legal advisors, making sure that Trinity House's (TH) interests are maintained and value for money is upheld. The post holder will be familiar with public procurement policy and regulation, and contract management. They will be used to finding equitable solutions to complex procurement and contract management issues.

KEY RESPONSIBILITIES	Review/develop the Commercial Strategy for VRP	<ul style="list-style-type: none">▪ Working with the VRP Project Manager, the Head of Procurement & Contract Management and the Major Projects Director, revisit the commercial and financial strategy for the project particularly in view of lessons learned.▪ Ensure the financial and commercial strategies deliver for TH.▪ Manage the procurement process from strategy through to final contract management, in compliance to the Public Contracts Regulations (2015) and the EU Exit Amendment (2020).▪ Conduct in-depth market research and engagement to ensure the best possible level of competition is available to meet the VRP requirements.▪ Ensure procurement documentation is in the best possible shape to drive an effective competition and prevent legal challenge.▪ Put in place an effective evaluation and negotiation strategy that is fair, robust and allows TH to identify the most economically advantageous solution.
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		<ul style="list-style-type: none"> Develop a contract management framework for the VRP to include relevant targets such as performance, sustainability, benefits measurement etc.
	Governance and Assurance	<ul style="list-style-type: none"> Provide effective leadership and scrutiny as an ‘intelligent client’ to our advisor community and ultimately assurance to advisors’ work. Make sure demands for project data pertaining to performance as requested internally and externally are produced, agreed and presented to stakeholders in a timely fashion. Work with key stakeholder to develop project management policies and procedures aligned with the Government’s Project Functional Standard and the Commercial Functional Standard.
	Business Cases & Benefits Realisation	<ul style="list-style-type: none"> Provide expert input into the Business Case drafting process in all sections, with a particular focus on the Commercial, Financial and Economic cases. Develop and interpret the data that informs the Benefits Management Plan and benefits realisation strategy.
	Budget, Resourcing, Planning and Scheduling	<ul style="list-style-type: none"> Develop and track budget performance. Manage the financial commitments associated with the use of project advisors and other discretionary project costs. Ensure compliant plans are in place and implemented to secure advisor support where required.
	Risks and issues	<ul style="list-style-type: none"> Identify and manage risks and issues associated with the project that have a particular financial, economic or commercial aspect to them.
	Stakeholder Management	<ul style="list-style-type: none"> Effectively manage internal and wider Government stakeholders particularly those with an interest in the financial, commercial or economic aspects of the project.
	General	<ul style="list-style-type: none"> Undertake additional tasks and responsibilities as assigned or necessary, within scope of the role.
ENTRY REQUIREMENTS	Qualifications	<ul style="list-style-type: none"> CIPS Level 6 – Professional Diploma or equivalent relevant qualification(s) preferred. CIPS Level 5 – Advanced Diploma will be considered if practical experience and/or additional alternative qualifications/training can be demonstrated that directly support and evidence capability to the Key Requirements.
	Experience and skills	<ul style="list-style-type: none"> Background in working on major projects in Government with a particular focus on financial, commercial and economic aspects. Experience of working within Public Procurement Rules and Policy. Understand Government finance and accounting treatment principles such as IFRS16 would also be advantageous though not essential.
	Professional Competencies	<ul style="list-style-type: none"> Government Project Delivery Capability Framework (PDCF) and the Government Commercial Capability Framework.

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