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| Commercial Compliance & Contract Manager |
| Commercial Procurement |
| Central Support Services |
| **Grade:** 2T |

# Organisational overview

From a standing start, Nest has delivered a high-quality, low-cost pension scheme, open to all, which has not only delivered on its mission, but helped to drive up standards and best practice across the industry. Now with 13.3 million members, Nest is playing a critical role in helping people save for their retirement many of them low to moderate earners who may be saving for the first time and moving jobs frequently.

Nest now occupies a place in the market as a major Master Trust, a sector that has grown following the introduction of automatic enrolment and that we believe has great potential for delivering pensions to mass market consumers for many years to come, leveraging scale to offer low cost, modernised services in the context of strong Trustee governance.

We work with some of the best fund managers and other outsourcing partners to deliver the scheme.  Our employees are highly experienced, coming from both public sector and private enterprise, and combine a wealth of relevant commercial experience with a passion to bring a bold new vision to workplace pensions and in particular find suitable solutions for 13.3 million members – many of whom are saving and investing for the first time and will be reliant on their Nest Pension to provide a better retirement.

To best serve our diverse customer base, it’s important that Nest has an equally diverse workforce and
promotes an inclusive culture. This is in line with the organisation’s values and ensures that Nest is a corporation fit for the future.

# Departmental/Directorate overview

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| The Commercial Procurement team is a part of the Central Support Services Directorate which also includes the Finance, HR, IT, Central Change, Facilities, Internal Comms and Commercial Management teams. The Commercial Procurement team consists of a Head of, three commercial procurement business partners, a commercial procurement co-ordinator and a commercial procurement analyst.The Commercial Procurement team are responsible for providing professional and effective procurement, commercial and contract support across the business ensuring value for money and transparency are achieved in a compliant manner.The bulk of the Corporation’s expenditure is on external services. Third party spend is around £20m/£25m p.a. and growing. Procurement and contract management activity on the scale and complexity of Nest Corporation’s demands an exceptionally strong team of experienced people from a variety of backgrounds, including procurement expertise, programme and project management expertise, commercial negotiation, contract and relationship management and business analysis.Although the Commercial Procurement team does not currently operate a category management structure we do operate a Business Partner approach across eight Directorates, enabling the business to have one dedicated contact to approach with queries, for training and to discuss strategies and future requirements. At Nest there are fourteen identified categories which make up the portfolio of spend, including professional services, marketing, research, investment and IT. The Commercial Procurement team are therefore required to maintain a level of understanding about the category dynamics. The portfolio of core activities within the team includes: * end to end procurement activity through to contract award
* maintaining the contracts database which consist over approximately 250 contractual agreements (past and present)
* annually procuring and letting contracts on average one new contract provision per week
* annually overseeing the authorisation of approximately 200 Purchase Orders and overseeing the management of a supplier database of approximately 330 suppliers
* implementing contract management policy
* providing training/advice to colleagues around the business
* supporting audits
* ensuring compliance with PCR 2015 and the Procurement Act 2023

All team members report to the Head of Commercial Procurement.  |

# The role

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| Nest are looking for an experienced public sector Commercial Procurement Compliance & Contract Manager with extensive knowledge of PCR 2015 and good knowledge of the new Procurement Act 2023, to provide professional and effective procurement, commercial and contract support across the team and business ensuring value for money and transparency are compliantly achieved. |

# Scope and deliverables

## Accountability

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| * Implementation of the new Procurement Act throughout the business, understanding operational implications, and identifying areas to make improvements
* Ensure adherence with Public Sector Contract Regulations 2015 (PCR15) and the new Procurement Act 2023 including measuring, analysing and reporting on compliance of the procurement policy and processes
* Ensure consistency of procurement policy and guidance documents across the business
* Responsibility for the completion and publication of all Transparency Notices under the Procurement Act 2023
* Responsibility for the developing and maintaining the Nest procurement policy, guidelines and compliance activities, including benchmarking and implementation of best practice
* Responsibility for the development of a robust assurance framework maximising use of data and intelligence to empower, and hold to account, service departments and institutions to independently manage tactical procurement and contract management
* Responsibility for the management and monitoring of Procurement controls and compliance, using tools, templates and methodologies to improve departmental and supplier satisfaction by implementing, monitoring and evaluating processes and controls and reporting on results
* Responsibility for Contract Management compliance by Contract Managers across the business
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## Deliverables

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| * Responsibility for supporting the team and the wider organisation in complying with the transparency requirements of the Procurement Act 2023 and the PCR 2015 regulations which will include measuring, analysing, validating and reporting on compliance
* Reviewing tender activity to ensure regulatory compliance
* Be the main point of contact for governance and compliance, acting as an advisor on commercial compliance across the business
* Manage commercial risk, governance, and implementation
* Annual compliance review of the authorisation of approximately 200 Purchase Orders
* Providing compliance advice on public sector policy, procurement best practices, and frameworks
* Create templates, train colleagues, and provide support to standardise compliance
* Implement a reporting framework to track and analyse procurement data
* Implementing contract management policy
* Maintaining the contracts database which consist over approximately 250 contractual agreements (past and present) and ensuring supplier reviews take place
* Utilise compliance management tools and software
* Contract Variations compliance
* Contractual Change Control compliance
* Compliance oversight of Commercial/Contractual formalities
* Internal and external stakeholder management
* Support and share knowledge with the Commercial Procurement Analyst and Commercial Procurement Co-ordinator
* Provide procurement and contract management compliance guidance and advice to internal stakeholders in accordance with Nest Policies
* Contribute to drafting and implementing robust procurement and Contract Management policies, procedures and strategies
* Oversee the delivery of Nest’s Procurement strategy, policy & procedures
* Ensure value for money is achieved whilst complying with statutory requirements and guidance
* Carry out credit and insurance policy checks
* Management of commercial procurement risks
* MI reporting
* Managing supporting internal audit and compliance activity
* Providing training/advice to colleagues around the business on Procurement and Contract Management
* Any other ad hoc duties
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## Relationships and autonomy

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| * Work collaboratively with a range of key stakeholders
* Regular interaction with:
* Executive team members
* General Counsel (Commercial Lawyers)
* People & Development (Human Resources)
* Nest Insight (Nest’s research department)
* Risk and Compliance
* Central Change
* Nest Invest
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# Role requirements

## Experience and technical skills

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| The employee will be able to demonstrate the following experience and technical skills:* UK Public sector procurement knowledge and compliantly working with the UK Public Contracts Regulations 2015, the Procurement Act 2023 and Managing Public Money, including relevant, policy and guidance
* Experience of setting up compliance processes and undertaking quality assurance / compliance reviews on procurement and contract documentation to identify areas for improvement and suggesting how improvements can be achieved
* Experience, understanding and interpretation of the legal aspects of procurement and supply
* Ability to challenge in a positive but robust manner to drive an improvement in quality standards and drive continuous improvement
* Experience of designing contract management processes and training materials
* Experience of supporting commercial agreements in either the public or private sector and reviewing terms and conditions
* Experience of using on-line tender portals
* A good understanding of Social Value in procurements
* Good understanding of how contractual arrangements work at an operational level.
* Fair knowledge of contract law and an ability to advise on contract and commercial aspects including those instances where a claim or conflict arises.
* Experience in the public sector
* A team player willing to support other team members
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## Personal attributes

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| The role will require someone with the following personal attributes:* Excellent stakeholder engagement and communication skills
* Professional and client focused approach
* Project management and planning skills
* Self starter
* Desire to learn and develop skills/knowledge
* Commercial acumen
* Personal integrity
* Results driven
* Attention to detail and high level of accuracy
* Strong analytical and problem solving skills
* Flexible and adaptable with the ability to re-prioritise
* Proactive outlook with a positive attitude and a 'can do' approach to work

Education, qualification and professional membership requirements* **Full Membership or studying for Chartered Institute of Procurement & Supply Management desired but not essential**
* Excellent IT skills including advance word, excel, PowerPoint
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## Differentiators

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| * Nest is a unique organisation within the Financial Services Sector. It is a government sponsored organisation and is funded by a the DWP although it does have a degree of autonomy.
* Nest has a distinctive culture due to its position of operating as a not-for-profit in a predominantly private sector industry whilst being funded by government. This leads to a high level of scrutiny, reporting and collaborative decision making.
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## Working pattern

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| Full time. Hybrid working with attendance at the office when required |

## Grade Descriptor

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| 2T: Works to achieve operational targets with significant impact on the results of the Function. Works independently with limited supervision |

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