

Director of Programme Delivery Team

UK PARLIAMENT

Candidate Pack

SCS1A | £95,597 – £121,720

Palace of Westminster and the Parliamentary Estate, London

Closing Date: Sunday 18th October 2026

A Note from the Director General

Thank you for your interest in becoming the Director of the Programme Delivery Team in Parliament.

The parliamentary estate is a unique UNESCO World Heritage site at the very heart of UK democracy. We are seeking a Director to establish and lead a new Programme Delivery Team in Parliament as part of a critical transformation in how Parliament plans, prioritises and delivers the capital investment necessary to support members of both the House of Commons and House of Lords, discharge our duties of stewardship to the estate, and to make Parliament happen. This role and function are being created alongside a new Parliamentary Estate Sponsor as part of an important development in how Parliament approaches managing its physical estate.



The Programme Delivery Team will be responsible for delivering Parliament's capital estates projects and programmes safely, efficiently, and effectively. The Team will provide the professional delivery capability required to turn approved requirements into completed outcomes on behalf of Parliament. Working within the strategic direction established by the new Parliamentary Estate Sponsor, the Team will be accountable for managing project delivery, controlling costs and schedules, managing suppliers, coordinating construction activities, and ensuring that agreed value for money outcomes are achieved. The Programme Delivery Team will work as part of a wider estate functions ecosystem rather than as a standalone organisation. Successful delivery will depend on close collaboration with the Parliamentary Estate Sponsor and a range of other teams delivering or supporting estate functions, including the Parliamentary Maintenance and Services Team, Lords Estates and Facilities, Customer Experience and Service Delivery, Parliamentary Commercial Directorate, Parliamentary Safety Team, Parliamentary Security Department, Parliamentary Digital Service and the R&R Client Team.

This is a high-profile leadership role at Director level, requiring exceptional judgement and the ability to operate confidently in a complex and high-pressure environment. It comes at a time of substantial change for colleagues working in estates teams but also one of excitement and potential. As well as bringing experience and expertise in construction and capital investment, the Director will need to be adept at creating constructive working cultures, building networks and inspiring colleagues.

Marianne Cwynarski
Director General

Working at UK Parliament

Working at the UK Parliament offers a unique and rewarding career at the heart of the UK's democratic system. With a wide range of roles available, our impartial colleagues enable the day to day running of the House of Commons, House of Lords and joint departments. Together, we make Parliament happen. The Parliamentary Estate, including the Palace of Westminster, a UNESCO World Heritage Site at the heart of UK democracy, is preparing for a period of once-in-a-generation change.



Our Values

We live our values — courageous, trusted, inclusive and collaborative — in everything we do, making sure that people across all teams, locations and roles are included.



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.



Inclusive:

We value everyone equally; we respect each other; we all have a voice.



Collaborative:

We share our knowledge and experience; we work towards a shared vision; we know we work better in a partnership.

About the Programme Delivery Team (PDT)

The Programme Delivery Team (PDT) is responsible for delivering the capital portfolio that maintains, enhances and transforms the Parliamentary Estate. Operating within one of the UK's most iconic and complex built environments, PDT provides the capability, expertise and delivery governance required to deliver safe, compliant, coordinated and fit-for-purpose outcomes that support Members, customers and stakeholders, and the effective operation and stewardship of the estate.

PDT acts as the delivery engine for Parliament's estate investment activity, operating within agreed mandates, priorities and outcomes defined through the Parliamentary Estate Sponsor (PES) and approved by Senior Responsible Owners (SROs). By bringing together feasibility, design, delivery, assurance and specialist capability, PDT translates those mandates into coordinated, fit-for-purpose and value-for-money outcomes that support Members, customers and stakeholders, and enable Parliament to deliver democracy at the heart of the UK.



Role Details

Job Title	Director of Programme Delivery Team
Grade / Salary	SCS1A – £95,597 – £121,720
Hours	Full time (36 hours per week)
Location	Palace of Westminster and the Parliamentary Estate, London (Central)
Number of Posts	1
Contract Type	Permanent
Security Clearance	Counter Terrorist Check (CTC)
Reporting To	Director General

The Role

As Director of the Programme Delivery Team, you will lead the organisation responsible for delivering Parliament's capital investment portfolio across one of the UK's most complex, high-profile and nationally significant estates. Reporting to the Director General, you will provide visible senior leadership across a multidisciplinary delivery function, working closely and collaboratively with the Parliamentary Estate Sponsor to deliver safe, effective and value-for-money outcomes for Members, Customers and Stakeholders, in line with agreed mandates, priorities and outcomes.

This role operates at the heart of Parliament's estate delivery system. You will work closely and collaboratively with the Parliamentary Estate Sponsor, Senior Responsible Owners, Committees, House teams, joint departments, and strategic partners to maintain delivery confidence, manage strategic and delivery risks, dependencies and issues, and support decisions through clear, evidence-based assurance.

You will establish and mature the new Programme Delivery Team, leading through Programme Directors and cross-cutting performance, integration, management and assurance functions, to deliver the agreed outcomes for Parliament. Your role will be to set direction, build capability, empower delivery leaders, strengthen value for money and assurance, and provide the strategic direction needed to deliver a complex portfolio in a live Parliamentary environment.

Key Responsibilities

As Director of PDT, you will be accountable for the leadership, performance and maturity of Parliament's capital delivery organisation. Your key responsibilities will include:

- Establish and lead PDT as Parliament's capital delivery organisation, setting direction, accountabilities, governance and ways of working for the delivery of agreed programme and project outcomes across the estate.
- Maintain portfolio-level oversight of delivery confidence, cost, schedule, quality, safety, compliance, strategic and delivery risk, benefits and value for money, with timely escalation where sponsor, SRO or governance decisions are required.
- Work closely and collaboratively with the Parliamentary Estate Sponsor and Senior Responsible Owners to maintain alignment between approved mandates, priorities, outcomes and delivery activity across the capital portfolio.

- Build, embed and continually improve PDT's delivery model, balancing internal capability, specialist expertise, supplier support and flexible resourcing to meet the needs of a changing portfolio and to support the evolution of the new team.
- Strengthen portfolio risk management, delivery governance, programme controls, change control, reporting and assurance arrangements across all capital projects and programmes, including the active management of interdependencies, issues and emerging pressures.
- Provide clear, evidence-based advice to the PES, Committees, senior leaders and governance forums on delivery performance, strategic and delivery risks, trade-offs, dependencies, emerging pressures and options for action.
- Lead commercial and supplier delivery performance in partnership with the Parliamentary Commercial Directorate, ensuring contracts, cost management and supply chain arrangements support successful delivery and value for money.
- Oversee feasibility, design, engineering and construction management across the portfolio, ensuring proposals are practical, compliant, deliverable and coordinated with operational requirements across the Parliamentary Estate.
- Act as a senior delivery interface with the Parliamentary Estate Sponsor, House teams, joint departments, Members, Customers, Stakeholders and operational colleagues to manage dependencies, support coherent cross-estate delivery and maintain confidence in delivery priorities and outcomes.
- Lead and develop a high-performing, inclusive and values-led multidisciplinary organisation, promoting collaboration, accountability, professional excellence and continuous improvement.

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.

Person Specification

The criteria below are essential to the role. Applicants should provide clear evidence of how they meet each one, as applications will be assessed against them.

Qualifications

- A degree-level qualification in a relevant discipline, or equivalent professional experience. Professional membership of a recognised body in programme management, project management, construction, engineering, commercial management, real estate, infrastructure or a related discipline would be advantageous.

Experience, Skills and Knowledge

- Substantial senior leadership experience in complex capital, infrastructure, estates or major programme delivery, with a strong track record of delivering outcomes across cost, schedule, quality, safety, compliance, benefits and value for money.
- Experience of establishing, leading or maturing large multidisciplinary teams through senior delivery leaders and specialists, building organisational capability, strengthening professional standards and creating an inclusive, accountable and high-performing culture.
- Strong commercial, financial and delivery acumen, with experience of managing affordability, supplier performance, risk, quality, safety and long-term asset considerations in a complex public-facing or similarly high-profile environment.
- Proven ability to influence, advise and provide assurance at Board, Committee and senior leadership level, translating complex delivery performance, strategic and delivery risks, dependencies and trade-offs into clear, evidence-based recommendations.
- Exceptional strategic judgement and problem-solving capability, with the confidence to manage complex delivery trade-offs, organisational constraints, supplier dependencies and short-term pressures while maintaining alignment with long-term estate strategy.
- Sound judgement, political awareness and the ability to operate with credibility, discretion and resilience in a complex public service environment.

The Recruitment & Selection Process

UK Parliament has partnered with **Archer Mac** to manage this campaign.

Recruitment Timeline

Please note that these dates are indicative at this stage and could be subject to change. We will try to offer as much flexibility as we can, but it may not be possible to offer alternative dates for interview.

Milestone	Indicative Date
Advert Closing Date	23:55 on Sunday 18 th October 2026
Shortlist Expected	w/c 26 th October 2026
Interviews	w/c 2 nd November 2026

How to Apply

To apply, you will need to provide the following two documents:

- A **CV** setting out your career history, highlighting specific responsibilities and achievements that are relevant for this role, relevant achievements in recent posts, and reasons for any gaps within the last two years;
- A **Supporting Statement** (limited to 1250 words) explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the essential criteria in the person specification.

It is essential that in your written application you give evidence, using examples, of proven experience. Failure to submit both a CV and Supporting Statement will mean the panel only have limited information on which to assess your application against the criteria in the person specification.

[Please click here to apply.](#)

Once your application has been submitted, you will receive an email asking you to complete a **diversity monitoring questionnaire**. All information is collected anonymously and used solely for monitoring purposes; it's stored securely by Archer Mac, is not shared with the hiring team, and plays no part in any recruitment decision. If you do not wish to provide a declaration on any of the characteristics, you will have the option to select 'prefer not to say'.

Archer Mac will contact candidates to inform them of the outcome of the sift. Full details of the assessment and selection process will be shared with those who are shortlisted. Please note that feedback is only provided to candidates who attend an interview.

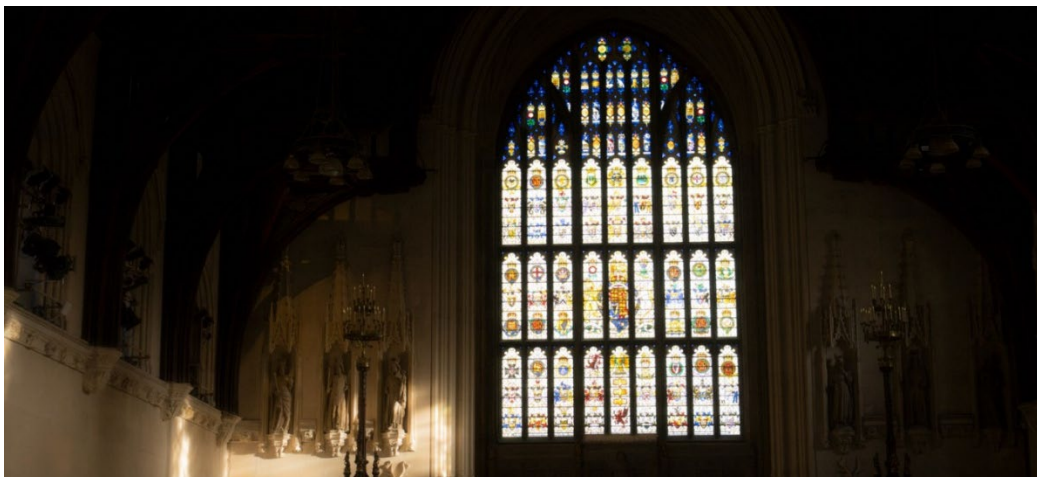
Interview Panel

- Marianne Cwynarski, Director General – UK Parliament
- Andy Helliwell, Chief Operating Officer – House of Lords
- Richard Shoreland, Chief People Officer – House of Commons
- Hannah Bryce, Director of Delivery – House of Commons

Diversity, Inclusion & Reasonable Adjustments

UK Parliament is committed to providing suitable workplace adjustments for colleagues so that they can be their best selves at work, and to ensuring that all colleagues are given the same opportunities. If you require any additional support during the recruitment process, please contact the recruitment team to discuss how we can meet your needs – for example, additional time for tests or literature in large print, where appropriate.

We want to build an environment where everyone feels welcome and able to be themselves, and we want to reflect the diversity of our nation and 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.



Additional Information

Hybrid Working

Our mission is to support making Parliament happen – this means being ready to carry out our essential functions to support colleagues in delivering excellent services on the Parliamentary Estate and remotely. Staff can have a hybrid working arrangement under the Hybrid Working Policy; the opportunity for, and nature of, any such arrangement varies according to the requirements of the 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 wishing to work flexibly, such as part-time working, job-share and compressed hours. We would be happy to discuss this further if it is something you would like to explore.

ParliMoves

If you are an employee of the House of Commons, the House of Lords, or one of the other Joint Departments (PDS, R&R Client Team or PCD), you may be eligible to move under the ParliMoves Scheme.

Security Vetting

Successful external candidates will be required to complete pre-employment checks, including security vetting to **Counter Terrorist Check (CTC)** level, 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.

Contact

Should you have any queries about the role, please contact Archer Mac:

Stephanie Robinson, Director
stephanie.robinson@archermac.co.uk
07513 221028

Adam Davidson, Director
adam.davidson@archermac.co.uk
07513 461925