



# **Immigration Advice Authority**

Procurement Lead  
Information for Applicants

## Who are we?

The **Immigration Advice Authority (IAA)**, formerly known as the Office of the Immigration Services Commissioner (OISC), aims to ensure that every individual seeking immigration advice receives trustworthy, high-quality, reliable support. The IAA was established by the Immigration and Asylum Act 1999 and is an arms-length body of the Home Office.

Led by the Immigration Services Commissioner, the IAA has an ambitious agenda to shape the future of immigration advice through enhanced regulation, enforcement, and the promotion of best practice. The organisation has adopted an outward-focused approach, keeping the advice seeker at the heart of all it does.

As part of its remit, the IAA investigates complaints or concerns about advisers and has the authority to prosecute individuals operating illegally. The organisation regulates over 3,700 individual immigration advisers and 2,000 organisations. It also enforces the regulatory regime by investigating and, where appropriate, prosecuting individuals who provide immigration advice illegally.

### our values:

*Our work is driven by five core values that define who we are and guide our actions:*

**Supportive:**

We provide compassionate and reliable support to immigration advisers, ensuring they can offer the best guidance to individuals seeking immigration advice.

**Progressive:**

We embrace innovation and continuously improve our regulatory approaches to stay ahead in a dynamic environment.

**Authoritative:**

We uphold the highest standards of professionalism and integrity, ensuring our advice and services are trusted and respected.

**Inclusive:**

We champion diversity and inclusivity, ensuring our services are accessible and equitable for all individuals.

**Collaborative:**

We build a culture of teamwork and partnership, working together with advisers, organisations, and stakeholders to achieve common goals.

## Our organisational essence

We are more than just a regulatory body; we are proud to be guardians of integrity in immigration advisory services. Led by the Immigration Services Commissioner, we have a team of 69 employees working fully remotely across the UK. We are committed to:

- **Maintaining the highest standards of professional practice**
- **Protecting vulnerable individuals seeking immigration guidance**
- **Driving sector-wide improvement and accountability**

## Our commitment to Equality, Diversity, and Inclusion

At the IAA, we are dedicated to creating an inclusive environment where every employee and stakeholder feels valued, respected, and empowered. Equality, Diversity, and Inclusion (EDI) are central to our values, and we believe that embracing these principles is essential for our success and the well-being of our community.



## Our transformational journey

We are currently embarking on an ambitious transformational programme designed to modernise our regulatory processes, enhance our organisational capabilities, disrupt illegal advisory activities, elevate industry standards through comprehensive guidance, and build an organisational culture of excellence, collaboration, and continuous improvement.

## Job purpose

We are seeking a commercially astute Procurement Lead to drive the IAA's procurement activities. This role will lead the development and implementation of a procurement roadmap aligned with organisational goals, ensuring commercial compliance and value for money. The postholder will act as an advisor on procurement risk, and governance, and will influence procurement policy and practice.

The role will be pivotal in shaping our future contracts, building organisational capability, and delivering a professional procurement strategy aligned to public sector best practice.

## **Key responsibilities**

### **Procurement leadership**

- Lead the development and implementation of a procurement strategy (and relevant policies) aligned with IAA's corporate priorities and UK Procurement Act 2023.
- Lead organisational procurement planning, supporting key transformation areas including ICT, automation, and regional delivery.
- Champion best practice in commercial governance, embedding efficient, lean procurement systems.
- Act as an advisor to the executive team on commercial processes.
- Represent the organisation at relevant forums and working groups within the Home Office.

### **Contract Assessment and Management**

- Assess the IAA's current contracts, software licenses, and service providers.
- Review contract terms and pending renewals, making recommendations as to next steps in the IAA's requirements.
- Implement a contract management solution that will enable monitoring and timely management of contract renewals.

### **Contract and Supplier Management**

- Assess and manage the IAA's contracts, software licenses, and service providers.
- Establish robust contract management practices, including performance monitoring and value assurance.
- Manage project timelines and resources to ensure successful implementation of new contracts.
- Create detailed change management plans that include timelines, milestones, and resources required.
- Coordinating across departments ensuring seamless implementation of procurement activity where relevant.

### **Governance & Compliance**

- Ensure procurement activity aligns with Cabinet Office controls and wider government commercial standards

- Provide advice on procurement risk, compliance, and legal considerations to leadership and project teams.
- Develop and maintain a commercial risk register and lead mitigation planning.

## **Stakeholder Engagement**

- Work closely with internal stakeholders to scope requirements and develop effective procurement solutions.
- Liaise with Home Office Commercial and Legal colleagues to ensure compliance and leverage shared frameworks.
- Influence and negotiate with senior stakeholders to align procurement outcomes with strategic objectives.

## **General responsibilities**

- Provide leadership and mentoring to staff, fostering a culture of continuous improvement.
- Be accountable for your own actions and be able to make effective decisions.
- Frequently use own initiative.
- Ability to act without delay and make effective recommendations.
- Contribute to the wider business plan objectives.
- Be able to deliver at pace and under pressure.
- Observes personal duty of care in relation to equipment and resources used in course of work.
- Undertaking any other work that is reasonably expected by the IAA

## **Person Specification**

### **Essential Criteria**

- Proven experience in public sector procurement, ideally within an ALB or central government context.
- Strong knowledge of UK public procurement regulations (PCR 2015, Procurement Act 2023) and government commercial frameworks.
- Demonstrable experience in leading complex procurements and managing supplier relationships.
- Demonstrable experience in managing commercial risk and influencing procurement policy.
- Excellent stakeholder engagement and negotiation skills.
- Strong analytical and commercial acumen.
- Experience supporting digital transformation or ICT procurement.
- Familiarity with Home Office or regulatory body procurement environments.

## Desirable criteria

- Understanding of the immigration advice or legal services sector.
- Member of (or working towards) the Chartered Institute of Procurement and Supply or equivalent experience.

## Competencies required:

- Making Effective Decisions.
- Working Together.
- Managing a Quality Service.
- Delivering at Pace.

Please highlight the relevant competencies in your suitability cover letter.

A photograph of a man with short dark hair and a beard, wearing a blue t-shirt, sitting at a table and smiling. He has tattoos on his left arm. In the foreground, there is a large red circle with the text 'how to apply' in white. The background is slightly blurred, showing other people and a meeting environment.

**how to  
apply**

To apply for this role please send your CV and a Supporting Statement (statement no more than two sides of A4) detailing how you meet the criteria to the Hays Recruitment Team via the link at the bottom of the advert.

As you apply you will be invited to complete an Equality and Diversity Questionnaire. This is to assist the IAA in ensuring its recruitment processes are fair to all. The questionnaire is not seen by anyone involved in the selection process. Completing the questionnaire is not mandatory.

The above must be received by Hays no later than **17<sup>th</sup> July at 5pm.**

The **proposed timetable** for selecting a successful candidate is set out below. Candidates must be available for all interview dates:

- Shortlisting completed and successful candidates invited to final interview by **w/c 21st July 2025**
- Interviews held online via Teams **24<sup>th</sup>-30<sup>th</sup> July 2025** (candidates must be available during this period)
- Candidates informed of interview outcomes by **31st July 2025.**

Please note: If you have not received a response to your application by **22<sup>nd</sup> July 2025** unfortunately you will have not been invited to interview. Feedback will only be given to candidates who attend interview.

**The interview panel will be confirmed in due course.**

### **Conflict of interest**

If you or a partner has any business interest or conflict of interest with the activities of the IAA, you should declare this when making your application. You should inform us if you have any indirect associations of this kind through any other family member or partnership.

## **Terms of appointment and benefits**

### **Period of appointment:**

The post is offered as fixed term contract until 31<sup>st</sup> March 2026.

### **Salary:**

The salary for this role is £45,251.



**Location:**

You will work remotely from your home and be provided with the suitable equipment that you reasonably need to work. You will be expected to travel UK wide to attend regular staff in person meetings/conferences and for any in person stakeholder meetings. Travel costs will be met by the IAA in line with its Travel and Subsistence Policy.

**Employment status:**

The IAA is a non-departmental public body (NDPB). Its members of staff are public sector workers and not Civil Servants.

**Hours:**

The post requires a working week of 36 hours, excluding lunch breaks (Pro-rata for part-timers). Flexible working hours are available, and most IAA staff opt for this rather than standard fixed hours.

**Annual leave:**

Your annual leave entitlement will be 25 days per annum. You will also be entitled to 10½ days paid public and privilege holidays each year. Pro-rata terms apply to part-timers and employees on a contract of less than one year.

**Probation:**

You will be on probation for six months. Unsatisfactory performance during this period could result in the termination of your employment.

**Commitment to learning and development:**

The IAA will provide tailored learning and development subject to funding availability.

**Wellbeing:**

The IAA is committed to helping every colleague to feel safe, well and enabled to do their best work. To achieve this, our Wellbeing Champions Network run regular Wellbeing Events and initiatives, meaning we don't focus solely on just getting the work done but also make it a place to meet, collaborate and have fun. In turn, this helps the IAA become a cohesive organisation with happy, balanced and productive teams.

**Pensions:**



IAA contributes to the Civil Service pension scheme which includes a valuable range of benefits, including an employer contribution equivalent of 28.97% of your salary. You will be enrolled into the pension scheme when you join IAA and contributions will be deducted from your salary with effect from your start date.