

Job Profile

Job Title: ICT Contract Lead
Job Grade: Level 5, Zone 1
Salary Range: 49,930 – 57,543

About Camden

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

The IT Business Management Service within our Digital and Data Services (DDS) department, explores innovative and efficient ways to procure goods and services, focusing on quality and cost savings. You will Effectively manage Digital & IT Contract, Suppliers and Procurement to deliver the maximum value to the Council. Collaborating across teams, working in an agile, fast-paced environment.

About the role

The ICT Contract Manager is responsible for all ICT Contracts, ensuring effective contract management and supplier performance is maintained to achieve quality and best value from all procurement.

You will plan and lead on all end to end procurement activity through requirements gathering, market engagement, procurement route options, appraisals, development of pricing schedules, evaluating and contract award. working in collaboration with colleagues from Corporate Procurement, Finance and other departments.

You will lead on the supplier relationship management across Digital and Data Services. Develop strategic relationship with key vendors and ensuring delivery meets agreed SLA, milestone and road map.

You will maintain DDS contract register and review all IT contracts and analyse spend across the Council. Influencing stakeholders and suppliers to merge/combine contracts and renegotiating to achieve savings and efficiencies

Example outcomes or objectives that this role will deliver

- To ensure that procurement and contract management standards are established, maintained, disseminated and followed consistently across the Digital and Data Services (DDS).
- To identify and deliver cost efficiency savings together with Social Value benefits from all new procurements and existing contracts where appropriate.
- To lead on all end to end procurement activities across Digital and Data Services (DDS). offering innovative solutions and timely procurement options to meet the service requirements.
- To maintain the DDS contract register, monitor and plan timely contract renewals.

- To review all contracts and analyse spend across the Council, with the view of unifying/merging all similar contracts to improve efficiency, quality, achieving best value and cost saving.
- Develop and implement robust and effective policies, processes, and systems to support contract management, Supplier and supply chain management, and procurement activities, ensuring compliance with internal governance, Council Financial and Contract Standing Orders.
- To provide high level purchasing support, ensuring all purchase orders are compliant with Councils governance.
- To develop and maintain effective and productive relationships with key internal and external stakeholders, service users and other key teams such as corporate procurement, Finance and Legal.

About you

- CIPS qualification, or equivalent industry experience.
- Proficient in understanding the products and/ or services supplied to the Council by external suppliers.
- Proficient in product evaluation and selection (the analytical comparison of IT products against specified criteria, including costs, to determine the solution which best meets the business need).
- Proficient in contract negotiations (methods, techniques and frameworks for negotiating contracts for the supply of IT products and services).
- Proficient in principles of contract law (including knowledge and understanding of general contract law principles and awareness of potential issues and risks in contracts, such as limitations of liability, indemnities, warranties and termination rights).

Work environment

You will be required to work in line with Camden's agile working framework including flexible and remote working patterns which are a combination of office-based and home working, as required by the service and effective delivery of services within that framework.

People management responsibilities

- Take a leading role in the council's shift to progressive ways of working while continuously coaching across the organisation.
- Coach your own and other teams to improve their ways of working, to get more productive and effective.

Relationships

- Internal at all levels including executive, senior officer, officer and members.
- External, including local government, voluntary sector, public, private, membership bodies, professional bodies agencies and other suppliers.
- To represent Digital and Data Services and the Council at national and international level.
- You will work closely with all Digital and Data Services (DDS) teams to coordinate

- procurement activity.
- This post reports to the Business Manager.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,