

Procurement Project Manager

(Category Specialist)

Salary: £48,969 - £55,797

Grade: Level 4 Zone 2

Location: 5 Pancras Square, London N1C 4AG

Reports to: Category Manager



About the role

The Procurement Project Manager will lead, shape and steer the delivery of individual complex procurement projects at all levels including above and below UK public procurement thresholds.

The post-holder will take projects from initiation through to contract implementation and have responsibility for maximising savings and efficiencies from goods and services while ensuring appropriate levels of quality.

This role will report to a Category Manager responsible for a developing and delivering category strategies for specific areas of spend within the Council. Whilst the role is expected to have expertise within specific service areas, the post-holder may be required to deliver procurement projects from a range of different categories/services across the Council.

This vacancy will report to the Category Manager responsible for commercial strategy within the Supporting Communities Directorate specifically in the areas of spend involving capital investment projects, construction, repairs and maintenance, building and construction consultancy, hard FM, property management and services related to property valuation, marketing and sales.

About you

Experience

- *Construction and FM spend areas is highly desirable*
- *Working independently on complex public sector projects*
- *Development of appropriate procurement approach options*
- *Drafting high quality procurement documentation*
- *Management of all stages of the procurement and internal governance processes*
- *Providing expert advice on public procurement legislation and internal policies*

You have

You will have the skills and ability be able to maintain a professional and confident working relationship with the service leads and stakeholders.

You will be able to appropriately challenge commissioners and service leads to deliver required service objectives, innovation and value for money.

As a procurement professional, you will have a sense of responsibility and drive for continuous professional development both for yourself and that of the wider team.

The things you'll achieve

- *Successfully complete complex and high profile procurement projects that deliver the Council's objectives.*
- *Challenge and innovate to ensure good market response, maximising savings and delivery of improved service outcomes from each procurement project you are involved in.*
- *Successful market engagement processes delivered, identifying and incorporating innovation in service specifications and commercial models.*
- *The enabling procurement self-service across the Council for low-value / simpler procurement activity through appropriate peer support and capacity building across the Council.*
- *Working towards shared understanding and commitment between services and procurement to embed key Council strategic priorities into procurement projects. For example, social value, workforce standards, LLW, savings, enabling opportunities for VCS/SMEs.*
- *Continuous development of governance and procurement processes.*

Other important stuff...

People management

This post holder will have no direct line management responsibility. The post holder will supervise colleagues as part of a project team, as appropriate.

Work environment

This role will be office based post-holder at Camden's 5 Pancras Square, London, N1C 4AG with hybrid remote/home working arrangements available

Who you will be working with

The post holder will be required to liaise with various teams and services across the organisation, resolving complex issues and providing expert advice.

The application process

Successful application will result in an interview in person which may include a written exercise

Who we are

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.

Asking for Adjustments

Camden is committed to making our recruitment practices 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

