

Lead Commercial & Contract Manager

Salary Range: £59,759-£69,584

Location: 5PS

Contract: Full time/Permanent

Reports to: Business Operations and Commercial Lead



About the role

Digital and Data Services (DDS) 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.

The Lead Commercial & Contract Manager is responsible for and will lead on exploring new avenues to seek out opportunities to help the Council develop and grow. Plan and deliver all IT procurement activities to meet demand. Take the lead on ICT Contracts, ensuring effective contract management and supplier performance is maintained to achieve quality and best value from all procurement.

Develop strategic relationship with key vendors and ensuring delivery meets agreed SLA, milestone and road map. Investigate and resolve contract disputes, negotiating terms and changes which will benefit the Council and Suppliers.

Working closely with key stakeholders, DDS management, Corporate Procurement, Legal, Finance and the service you will develop the strategic plan and lead on all end-to-end procurement activities ensuring compliancy with Procurement rules and regulations.

Your work will help the Council save money, minimise waste and increase efficiencies. You will consider factors such as sustainability, social value, risk management and ethical issues on all procurement and support an integrated approach to the development of procurement strategy.

The things you'll achieve

- Expert in IT procurement, contract management and supplier relationship management.
- Research and engage with vendors, technology leaders and public authorities to identify procurement opportunities to help the Council develop and grow with technological changes.
- Create procurement and contract management standards in line with corporate guidance, provide training to ensure it is followed across Digital and Data Services (DDS).
- Identify and deliver cost efficiency savings together with Social Value benefits from all new procurements and existing contracts where appropriate.
- Plan all IT procurement activities, ensuring resource is available to support and deliver innovative solutions and timely procurement options to meet the service requirements.
- Lead on complex and high value IT procurement, negotiate bespoke solutions which meets the service requirements.
- Lead on all IT contract negotiations, contract review and contract dispute, agree resolutions, monitor against deliverables, hold supplier accountable for non-delivery and put measures in place to resolve issues or terminate contracts.
- 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.
- Support Schools IT increase the traded portfolio, negotiate new contracts, T&C, SLA, deliverables and review periods which are realistic and benefits both parties.
- Develop and maintain effective relationship with key internal and external stakeholders, service users and other teams such as corporate procurement, Finance and Legal.

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- Use data modelling practices to analyse your findings and create suggestions for strategic and operational improvements/ changes, with commercial benefits. Provide concise reporting, to senior management and above, of findings and recommendations.

About you

- Demonstrable experience in a Senior/Lead Commercial/Contracts Manager position (5 years plus)
- Strong relationship building and independent negotiation skills with customers.
- Excellent understanding of contracts within matrix businesses.
- Experience managing complex and large contracts within the public sector.
- MCIPS qualification or degree in procurement and supply chain/contract management 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).
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Other important stuff...

People management

- You will have line management responsibility for IT Commercial Officer
- You will lead generously, taking on the management function in your team so that the team is as effective and frictionless as it can be.
- You will coach your own and other teams to improve their ways of working, to get more productive and effective.

Work environment

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.

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

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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,

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

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