**JOB CAPSULE SUPPLEMENTARY INFORMATION:**

**STRATEGIC CONTRACT AND RESPONSIBLE PROCUREMENT MANAGER**

**This supplementary information for the Strategic Contract and Responsible Procurement Manager is for guidance and must be used in conjunction with the Job Capsule for Procurement Level 6 Zone 1, Leadership.**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**ROLE PURPOSE:**

As a procurement Strategic Contract and Responsible Procurement Manager across all three directorates, you will manage contracts and relationships with strategic suppliers to the Council. You will bring commercial expertise and acumen to senior level business contract to support contract management processes. It is essential that you foster effective working relationship with the directorates, focussing on providing advice and expertise to senior management teams and Members, and educating all levels of the organisation. You will lead on developing the Council’s Strategic Responsible Procurement framework and work with suppliers and colleagues within Camden to ensure the framework is fully embedded in the organisation.

You will influence, advise and constructively challenge to achieve best possible outcomes for our residents through the Council’s considerable spend with strategic suppliers. As the specialist for supplier management, you will participate in decision-making around contract management of key suppliers driving the increase value for money, social value and performance of suppliers across the Council**.** You will collaborate with senior officers across the Council to champion a new best practice commercial approach to external spend in order to deliver value for money outcomes, supporting transformation of services and improving delivery of key suppliers to the Council. You will manage identify and manage commercial risks with associated with strategic suppliers to the Council.

You will be required to develop and implement contract management strategies for the designated key contracts and suppliers to the Council. These strategies will look to optimise the performance of contracts and suppliers, developing strategies to optimise contracts construction, performance in terms of cost, quality, delivery and responsiveness. You will provide strong leadership within the procurement service, sharing best practice with the procurement team and the wider Council as well as having to deputise for the Head of Procurement as needed.

A priority of the leadership role will be the implementation, and ongoing development, of the Council’s approach to the contractual change process and provide assurance on compliance and audit controls. As part of the procurement management team, you will also ensure a high quality, flexible and robust service in addition to having individual responsibility for a cross Council strategic contract management theme, e.g. new contract management and supplier management processes, including delivery of social value and outcomes as specified in strategic contracts.

In addition to the above strategic leadership functions, you will directly manage an analyst and procurement project managers, who will support in the delivery of value for money, use data for innovation, performance improvement from contract management activity. Driving the achievement of the Council’s financial strategy and procurement’s delivery of the Camden Plan ambitions will be key aspects of the role.

The Strategic Contract Manager will bring commercial acumen, horizon scanning and market knowledge to focus on achieving outcomes for internal customers and Camden residents, while maximising the delivery of savings and operational efficiencies from contracts and strategic suppliers, including social value. They will provide commercial coaching for senior officers assisting in managing strategic contracts. They will set up the framework for strategic contract management and manage the team that will deliver the outcomes of the strategic contracts.

Creating and maintaining effective relationships and influencing internal stakeholders at all levels will be critical to deliver these organisational outcomes.

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**EXAMPLE OUTCOMES OR OBJECTIVES THAT THIS ROLE WILL DELIVER:**

* Contract Management and commercial factors are key considerations in the directorate decision making
* Successfully develop, deliver and embed the Council’s Responsible Procurement and Social Value Framework
* Continuous development of more efficient and improved contract management and supplier performance processes across the Council
* Motivated and high performing procurement service
* Well led and innovative Contract management processes, delivering savings and social and economic improvements in the area of contract management activity, achieving the outcomes in the Camden Plan, the Council’s financial strategy and the Council’s approach to procurement.
* High levels of satisfaction and confidence from Members, directorate management teams, internal customers and suppliers about the procurement service
* Successful Supplier Relationship Management processes delivered, identifying and incorporating innovation in service specifications and commercial models for contract management, prior to commencing the procurement process.
* The successful delivery of key contracts for the Council resulting in the achievement of improved outcomes for residents over the life of the contract and achievement of the Council’s savings target.
* Expert commercial advice, support and guidance is provided to members and senior officers
* Increased ‘professionalism’ of contract management & commercial activity within the procurement team and across the Council, developing colleagues knowledge, skills, empowerment and experience in all general and technical commercial and procurement matters.
* All contract management processes stand up to scrutiny and are fair, open, transparent with high levels of information security.
* Significant contribution to the delivery of the Council’s financial strategy, using innovative commercial approaches to leverage savings and efficiencies

**PEOPLE MANAGEMENT RESPONSIBILITIES:**

The post holder will be responsible for the day to day management of up to 3 staff members.

**RELATIONSHIPS:**

You will be largely self-managing and your personal management and development will be carried out within the Procurement service with an amount of cross-matrix management across the organisation.

You will have lead responsibility for developing and maintaining proactive relationships in one or more of the following areas

* Cabinet members and other councillors where appropriate
* Directorate Management Teams, senior officers in the directorates
* Public sector partners and bodies across London
* Supply-side market including voluntary and community groups

**WORK ENVIRONMENT:**

The post-holder will be required to work in an agile way in line with Camden’s move to a paperless and flexible work environment.

**TECHNICAL KNOWLEDGE AND EXPERIENCE:**

1. MCIPS certification or equivalent relevant number of years’ experience working within a professional / commercial procurement environment, ideally in public sector procurement projects and delivering significant savings against demanding timescales
2. Demonstrable technical knowledge and experience across all directorates
3. Demonstrate experience of managing the contract management and supplier relationship management of strategic and business critical contracts in line with public sector legislation and Council Contract Standing Orders
4. Substantial experience of successfully working with senior managers and stakeholders to develop and deliver organisational-wide contract management strategies and/or policies
5. Experience of leading, managing and developing staff and of developing and managing work programmes
6. Experience of managing risk in a commercial/political environment
7. Able to think creatively and strategically and be willing to progress innovative and creative ideas
8. Experience of gathering, analysing and reporting on data relating to the category
9. Excellent interpersonal, verbal and written communication skills including formal report writing

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>