**Job Capsule Supplementary Information:**

**Procurement project manager**

**This supplementary information for the Procurement Project Manager is for guidance and must be used in conjunction with the Job Capsule for procurement Level 4, Zone 2, Category 4**

**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:**

The Procurement Project Manager will lead, shape and steer the delivery of individual complex procurement projects at OJEU levels and above. 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. The Procurement Project Manager may have expertise within specific service areas but will be responsible for delivering procurement projects for a range of different categories/services across the Council.

The post-holder will actively contribute to the increased commercial skills of colleagues throughout the Council, in particular implementing a new self-service model for low value or less complex procurements. The project manager will also contribute to considering the whole life of the contract including management of significant quality concerns, conducting mid-term negotiations and working alongside commissioners to ensure benefit maximisation.

Working closely and pro-actively with service leads from across the Council the post holder will provide a professional, ‘value adding’, procurement service. This will include the development of appropriate procurement approach options and provide challenge for commissioners to deliver required service objectives, innovation and value for money. The post holder will act with autonomy within the role to produce high quality procurement documentation and robustly and transparently manage all stages of the procurement and governance processes.

**Example outcomes or objectives that this role will deliver:**

1. Successfully completed complex procurement projects which have demonstrated flexible and robust procurement approaches – including tenders and negotiations.
2. Challenge and innovation to ensure good market response, maximised savings and delivery of improved service outcomes from each procurement project.
3. Successful market engagement processes delivered, identifying and incorporating innovation in service specifications and commercial models, prior to commencing the procurement process.
4. High levels of satisfaction and confidence from internal customers and suppliers about the procurement service
5. All procurement processes stand up to scrutiny and are fair, open, transparent with high levels of information security.
6. Increased capability and empowerment within the procurement team by sharing knowledge and learning.
7. The enabling and implementation of a procurement self-service across the Council for low-value / simpler procurement activity through appropriate peer support and building capacity in other services
8. 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.
9. Continuous development of more efficient and improved governance and procurement processes across the Council

**People Management Responsibilities:**

This post holder will have no direct line management responsibility currently, however this may change depending on service needs. It is also expected that this post holder will supervise colleagues as part of a project team as appropriate.

**Relationships:**

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

* Chief officers and senior managers across directorates
* Residents, local business people, voluntary/statutory organisations and other external agencies
* Officers in other local authorities, London-wide bodies and central government departments

**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. CIPS certification or experience working within a professional / commercial procurement environment.
2. Responsibility in previous roles for leading the delivery of complex public sector (or similar) procurement projects, mainly through tendering, to deliver savings against demanding timescales
3. Experience of working effectively with a range of professionals in service areas, demonstrating excellent stakeholder engagement and interpersonal skills
4. Experience of managing risk in a commercial/political environment
5. Experience of bringing creativity and innovation to procurement projects.
6. Experience of gathering, analysing and reporting on data
7. Strong 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/>