**JOB PROFILE**

**CATEGORY MANAGER**

**Level 5 Zone 2**

***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:**

You will bring procurement and commercial expertise to the organisation, working across the Council to ensure the delivery of a high quality approach to procurement. This will include having lead responsibility across the organisation for a specific aspect of a strategic procurement approach (eg. the implementation of new procurement legislation, or delivering social value through procurement). You will have a key role in expanding procurement’s effectiveness and influence and ensuring an approach from the procurement team which reaches out into the organisation. As part of the management team, you will help to lead and shape the procurement section and ensuring an approach from the procurement team which reaches out into the organisation to deliver a flexible and robust service. 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.

In addition, you will directly lead on identified category areas to drive savings, innovation and social and economic improvements from procurement activity. The role will include the allocation of procurement resources and management and monitoring the delivery of complex projects and programmes. You 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. Creating and maintaining effective relationships, including with Members, and influencing internal stakeholders at all levels will be critical to deliver these organisational outcomes. For example, actively contributing to integrated working between procurement and commissioning/services.

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

* High levels of satisfaction and confidence from Members and internal customers and suppliers about the procurement service
* Expert commercial advice and guidance is provided to members and senior officers, and procurement adds value to the organisation through the delivery of savings and the implementation of wider strategic objectives.
* Increased ‘professionalism’ of procurement & 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.
* Well led and innovative category areas, delivering savings and social and economic improvements in the area of procurement activity, achieving the outcomes in the Camden Plan, the Council’s financial strategy and the Council’s approach to procurement.
* Successful market engagement processes delivered, identifying and incorporating innovation in service specifications and commercial models, prior to commencing the procurement process.
* The successful delivery of procurement programmes in the category, resulting in the achievement of improved outcomes for residents over the life of the contract and achievement of the Council’s savings target.
* All procurement processes stand up to scrutiny and are fair, open, transparent with high levels of information security.

**PEOPLE MANAGEMENT RESPONSIBILITIES:**

The post holder will be responsible for the management of staff where required..

**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 matrix management across the organisation.

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

* Directorate Management Teams
* 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.
2. Demonstrable technical knowledge and experience of managing the procurement and negotiation of complex and business critical contracts and services in line with UK Public Contracts Regulations and associated legislation
3. Substantial experience of developing and delivering organisational-wide procurement strategies and/or policies
4. Experience of leading, managing and developing staff
5. Experience of working effectively with a range of professionals in service areas, demonstrating excellent stakeholder engagement skills
6. Responsibility in previous roles for leading the delivery of public sector (or similar) procurement projects to deliver savings against demanding timescales
7. Experience of managing risk in a commercial/political environment
8. Able to think creatively and strategically and be willing to progress innovative and creative ideas
9. Experience of gathering, analysing and reporting on data relating to the category
10. 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/>