

Job Profile Information: Supply Chain & Product Coordinator

This supplementary information for Supply Chain & Product Coordinator is for guidance and must be used in conjunction with the Job Capsule for Level 3 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:

- The post holder will be responsible for the maintenance of key information, in particular, the technical standards required to support effective procurement by the Property Management division.
- The post holder will need to use their influence to ensure team members in the Contract Resourcing team and other Property Management staff wishing to procure works use the appropriate technical standards and material specifications in their procurement activities.
- The post holder will work with internal and external technical experts in order to ensure the appropriate information is available to support effective procurement decisions being made in the division.
- The post holder will also work closely with the Repairs Support Manager and Operational Manager from the in-house Direct Labour Organisation (DLO) to record and review materials procured by the DLO.
- The post holder will review when consistent materials should be used by the Property Management division's DLO and external contractors. This will facilitate the optimisation of the use of common materials and approaches, minimising on-going maintenance, repair and replacement costs for the Council's property portfolios.

Example outcomes or objectives that this role will deliver:

- Effective maintenance and use of the property works Technical Standards library
- Working with internal and external technical experts ensure technical standards are appropriately reviewed and updated with proper version control
- When/if the Technical Standards are changed, ensure appropriate Council officers are notified
- When/if the Technical standards are changed, ensure all contractors are notified in line with contractual requirements
- Develop a library of 'standard' materials ensuring consistency with the Technical Standards.

- Work with procurement project leads and technical leads when new Term Contracts or Framework Contracts are developed, and tendered, to ensure Technical Standards and material specifications included in tenders etc. are appropriate and up to date
- Review and record use of standard materials by the DLO and the Property Management division's external contractors
- Produce reports for the Property Management division's Senior Management Team where policy decisions are required for major changes to the Council's Technical Standards in order to maintain compliance with legislation and achieve acknowledged good practice in the industry.
- Produce regular reports for the Contract Resourcing Team Leader and the Head of Property Planning & Asset Management on the use of materials and highlight areas where non-compliant materials are being used or efficiencies could be gained by using standard materials
- Timely provision and distribution of minutes and actions from the meetings.

People Management Responsibilities:

The post holder will not have direct line management responsibilities.

Relationships;

- Work closely with the Contract Resourcing team and all operational staff across the Property Management Division, at all levels, who undertake procurement activities
- Work closely with internal and external technical experts to ensure technical standards are maintained properly, are fit for purpose and up to date
- Work closely with the DLO management team and stores manager to monitor use of materials
- Work closely with the Property Management divisions contractors to ensure they have and are using, the Council's latest technical standards
- Work closely with the DLO and Property Management division contractors to foster the adoption of common materials, where appropriate, saving the Council money on maintenance, repairs and replacements
- Produce reports, in conjunction with internal and/or external technical experts where there are issues with the Technical Standards which need resolving by the Property Management division's Senior Management Team
- Produce reports to the Property Management division's Senior Management Team on the potential use of common materials by the different portfolios/contractors in the division which would result in savings for the Council.
- Work closely with procurement project leads, when new procurement mechanisms are commissioned, to ensure appropriate technical and material standards are included in the tender documentation
- Work closely with Corporate Procurement to ensure compliance with the Council's approach to procurement

Work Environment:

- The post holder will be required to work with the DLO, facilitate workshops, attend site visits and facilitate visits to other organisations and visit contractor premises, including stores.
- The post holder is required to work flexibly, adjusting their own and others' workloads to meet individual work targets and the priority demands of the team.
- The post holder will be required to work as part of a team and assist colleagues wherever necessary. The role will be office based and required to work in a busy and demanding environment in which high level organisational skills may be required to complete tasks.

Technical Knowledge and Experience:

- Excellent verbal and written communication skills including formal report writing.
- Proven record of managing high work volumes and possess good organisational skills.
- Experience of using Microsoft Office (Word, Excel, PowerPoint, Project).
- Basic building maintenance terminology
- Ability to prioritise effectively while having an understanding of conflicting pressures.
- Experience of maintaining controlled documentation
- Understanding of Procurement processes
- Be able to work with a wide range of staff at all levels to ensure the appropriate Technical Standards and materials are used
- Ability to use systems to administer and monitor procurement activity

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

Chart Structure

