

## Job Profile

**Job Title: Procurement Project Manager (advertised as Procurement Category Specialist)**

**Job Grade: Level 4 Zone 2**

**Salary Range: £42,687 - £49,515**

### About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all. As a Procurement Project Manager, you will be working within a professional and energetic procurement team that is driven to delivering radical social change through the delivery of our contracts and supply chain.

### About the role

The Procurement Project Manager will lead, shape and steer the delivery of individual complex procurement projects at all levels including above and below UK public procurement thresholds. 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. This role will report to a Category Manager responsible for a developing category strategies for a specific areas of spend within the Council. The Procurement Project Manager will may have expertise within specific service areas but may be responsible for delivering procurement projects for a range of different categories/services across the Council as may be required.

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 Procurement 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 service leads 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

### **About you**

You will be experienced in working independently on complex projects and be able to maintain a professional and confident working relationship with the service leads and stakeholders within your spend area. Experience in the development of appropriate procurement approach options will be required and the ability to challenge for commissioners and service leads to deliver required service objectives, innovation and value for money will be key to the role. You will have proven to be capable of producing high quality procurement documentation and robust and transparent management of all stages of the procurement and governance processes.

Expert knowledge of procurement regulations and ability to navigate internal policies and standing orders are essential. Responsibility and drive for personal continuous professional development and shared learning are encouraged within the team.

The post-holder may have to be experts in specific category service areas, but must be flexible in that they may be responsible for delivering procurement projects for a range of different categories/services across the Council as may be required.

### **Work Environment:**

This role will be office based post-holder at Camden's 5 Pancras Square, London, N1C 4AG with remote/home working arrangements available.

### **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

The role will report directly to a Category Manager within the procurement team.

### **Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

### **Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

### **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**

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.

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](http://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](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,