

Job Profile

Job Title: Procurement Project Manager

Job Grade: Level 4 Zone 2

Salary Range: £45,042 - £51,870

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.

About the role

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.

About you

- CIPS certification or experience working within a professional / commercial procurement environment.
- 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
- Experience of working effectively with a range of professionals in service areas, demonstrating excellent stakeholder engagement and interpersonal skills
- Experience of managing risk in a commercial/political environment
- Experience of bringing creativity and innovation to procurement projects.
- Experience of gathering, analysing and reporting on data
- Strong verbal and written communication skills including formal report writing

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.

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

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine our corporate services, and we'll redefine what a career can be.

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

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

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). 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 or post to 5 Pancras Square, London, N1C 4AG.