

Job Profile

Job Title: Purchasing 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.

The IT Business Management Service within our Digital and Data Services (DDS) department, explores innovative and efficient ways to procure products, goods and services, focusing on quality and cost savings. You will be creating requirement specifications based on business needs, research and planning the end-to-end procurement, collaborating across teams, working in an agile, fast-paced environment.

About the role

To support Council departments, purchase IT goods and services, in compliance with IT and procurement standards. To take responsibility of the end to end IT procurement activities, from creating the requirement specification, approval, sourcing suppliers, evaluation, award, raising Purchase orders and supplier payments. Ensuring quality and best value is achieved from all procurement.

Your work will help the Council save money, minimise waste and increase efficiencies. You will consider factors such as sustainability, social value, risk management and ethical issues on all procurement and support an integrated approach to the development of procurement strategy.

You will lead on the supplier relationship management and contract management across Digital and Data Services, working in collaboration with colleagues from Corporate Procurement, Finance and other departments.

Example outcomes or objectives that this role will deliver

- To ensure that procurement and contract management standards are established, maintained, disseminated and followed consistently across the Digital and Data Services (DDS).
- To ensure that potential suppliers are approved in accordance with the Council's procedures.
- To support contract managers across the DDS services on the management and measurement of the fulfilment of contractual obligations, for example using key performance indicators (KPIs) to monitor and challenge supplier performance and identify opportunities for improvement.
- To advise on strategies to address under-performance and compliance failures, including application of contract terms.
- To lead major procurements, managing cross-functional teams as required, and considering both technical and commercial considerations.
- To develop and advise on policy and procedures covering the selection of suppliers, tendering, and procurement, ensuring compliance with any relevant legislation and Council Contract Standing Orders.
- To take responsible for managing IT purchase orders in compliance with Councils Financial Regulations and Contract Standing Orders.

About you

- CIPS qualification, or equivalent industry experience.
- Proficient in understanding the products and/ or services supplied to the Council by external suppliers.
- Proficient in product evaluation and selection (the analytical comparison of IT products against specified criteria, including costs, to determine the solution which best meets the business need).
- Proficient in contract negotiations (methods, techniques and frameworks for negotiating contracts for the supply of IT products and services).
- Proficient in principles of contract law (including knowledge and understanding of general contract law principles and awareness of potential issues and risks in contracts, such as limitations of liability, indemnities, warranties and termination rights).

Work Environment:

You will be required to work in line with Camden's agile working framework including flexible and remote working patterns which are a combination of office-based and home working, as required by the service and effective delivery of services within that framework.

People Management Responsibilities:

Supervise Purchasing Officers.

Relationships:

- Internal at all levels including executive, senior officer, officer and members.
- External, including local government, voluntary sector, public, private, membership bodies, professional bodies agencies and other suppliers.
- To represent Digital and Data Services and the Council at national and international level.
- You will work closely with all Digital and Data Services (DDS) teams to coordinate procurement activity.
- This post reports to the Business Manager.

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,