



Position Description

Position Title: Procurement Specialist

Tenure/Hours: Permanent Full Time
8 hours per day, Monday to Friday
On call for emergency operations

- Position Summary:**
- To lead and provide best practice procurement advisory services to support Council to deliver procurement outcomes.
 - Engage and build effective relationships with suppliers, agencies and other stakeholders to deliver the best public value and procurement outcomes for Council
 - Provide leadership in lifting the procurement and supply chain leadership maturity and ensure a consistent procurement approach and methodology throughout the council.
 - Ensure standards of probity, integrity and independence are maintained.



COUNCIL MISSION

In partnership with tangata whenua and our communities, we will innovate and collaborate to enable a range of opportunities for the Tararua District.

Mā te mahi tahi mātou o kaunihera ki ngā tangata whenua, ka auaha aheinga mō tātou katoa o te rohe o Tamaki-nui-a-Rua



DISTRICT VISION

Vibrant, connected communities where our land and waters are nurtured and our people flourish.

Mā te whenua, mā te waiora tatou e ora ai hei hapori ngangahau hei hapori honohono hoki.

What you will do

Procurement Leadership

- Provide organisational leadership to deliver procurement outcomes.
- Work in partnership with operational business leaders to provide specialist expertise and advice within the procurement policy framework
- Develop the appropriate policies and culture, and lift the procurement maturity in Council.
- Assist Legal Counsel and Procurement Manager in leading a “centre led model” approach to procurement and contract management across Council.

Procurement Advice and Support

- Build positive relationships with all areas of Council to provide commercial advice and support to deliver desired outcomes (both for procurement and to support Council’s overall outcomes).
- Assist in the identification, development, delivery and management of procurement strategies that support the organisation’s objectives.
- Provide training, coaching, mentoring and development to operational business areas on Council procurement processes.

Procuring

- Understand and apply the most appropriate different procurement delivery and contracting models
- Assist managers to prepare and review Procurement Plans ensuring key issues, contract risks and contract KPI’s are included in the plan.
- Assist managers with drafting of procurement and contract documents and as required, lead the evaluation and award of contracts.
- Manage key risks including Conflict of Interest

Contract Management

- In working with the Contract Specialist engage with the supplier market to understand changes, challenges and opportunities, and take the appropriate action to ensure that Council continues to achieve best value for money.
- Undertake contract reviews prior to expiry of the current term (including decisions on rollovers, price reviews and re-tendering).
- Assist procurement team and managers to draft contracts that provide the correct tools for contract managers to manage risk, performance and delivery on Council outcomes (including broader outcomes).
- Assist the Contract Specialist to maintain the Contracts Register and database.

Relationship Management

- Contribute to the development and maintenance of strong trusting relationships with staff, iwi, governance, management, suppliers and community groups.
- Provide a high quality and effective service that is responsive to community and Council needs with a focus on continuous improvement.

Optimise processes and practices

- Promote and lead procurement change initiatives.
- Collaborate with staff and leaders across Council to achieve continual improvement in the procurement and contract management lifecycle.

What you will bring

Required

This role requires the following knowledge, experience, qualifications, skills, and personal attributes.

- A relevant tertiary qualification
- Relevant experience leading tenders, tender evaluations, procurement reporting and contract negotiation.
- Detailed knowledge and practical experience of procurement systems, practice, policy processes and techniques.
- Strong practical experience in supply market
- Experience in developing and maintaining strong, effective supplier and internal stakeholder relationships
- Excellent advisory skills
- Success and achievement in leading and influencing behavioural change within an organisation
- Effective communicator, comfortable communicating at all levels of the organisation across all modes of communication
- Tailoring how information is communicated to the appropriate audience
- Ability to see the big picture, learn quickly and make connections
- High level strategic, analytical and conceptual thinking
- Good commercial acumen

Desired

In addition to the required fields, there are also a number of competencies where an expert level of knowledge/experience is desired.

- Broad understanding of the Local Government environment and various Acts, Regulations, Standards and Codes of Practice and MBIE/ NZTA (Central

Government Procurement) that can affect Council works and private works that come under Council's jurisdiction.

- Understanding of Project Management principles
- Relied upon to build relationships and positively influence internal and external stakeholders
- Knowledge and practical experience in the provision of business advice to stakeholders
- Skilled in Microsoft Office including Word, Excel, Outlook, Powerpoint and preparation of presentations
- Proactive with ongoing training and personal development and strives to continuously improve and learn

Our Values

PONO

Integrity through transparency, trust and accountability

Integrity through standing up for what's right

Integrity through respect for our communities, environment and cultures



WHANAUNGATANGA

One team who unites behind a shared vision

One team who is respectful and considerate to all

One team who encourages each other to succeed and excel



WHANAKE

We will continue to evolve, adapting to our ever-changing environment

We will continue to evolve, steering our waka in the right direction

We will continue to evolve, leading our communities into a better future



What we all do

- Adhere to Council policies and procedures.
- Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety in Work Act 2015.
- Uphold the principles of Te Tiriti o Waitangi, commit to our partnerships with mana whenua and increase our knowledge of te ao Māori, te reo Māori and tikanga Māori.
- Act as ambassadors for our Council, living the council values.
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position.
- Undertake Performance Development tasks/responsibilities as identified in Performance Development Plans.
- Participate in and undertake emergency management duties as required, including training.
- Ensure all Council documents are filed in Council's Records Management System
- Participate and contribute to continuous improvement initiatives.

Your reporting lines

Group Manager Corporate and Regulatory Services



Legal Counsel and Procurement Manager



Procurement Specialist

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Contract Specialist

Additional Information

Delegations

Number of people reporting to the role	Nil
Financial delegation	20,000
Contract delegation	50,000
Statutory delegation	As per Council's statutory delegation policy

Role Acceptance

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning and professional development for the annual cycle. A review in job size and possible impact on remuneration structure of the position will only be considered where the change of position is significant (guideline: significant would typically involve a 25% change in the complexity or accountability of the role.)

Approved: (Manager/Supervisor)

Date:

Agreed: (Staff Member)

Date: