

Job Description

Position:	Procurement Advisor
Manager:	Business Performance Manager
Department:	Communities, Partnerships & Business
Date:	October 2021

Horowhenua 2040 Vision

Growing neighbourhoods and building stronger communities together.

He rau ringa e pakari ai ngā taura whiri i ō tātou kāinga noho me ō tātou hapori – mai i te pae maunga o Tararua ki te moana - With many hands the threads which weave our neighbourhoods and communities together will be strengthened from the Tararua Ranges to the sea.

Council's Vision

Working together to take Horowhenua from good to great.

Council's Mission

In achieving our vision, we will ensure that we are working towards:

- Customer Excellence
- Operations Excellence
- Product Excellence
- People Excellence

Our Values

Greatness	We never settle until our good is better and our better is great!
Real Unity	We make it happen, together!
Energy	We use our energy to perform and succeed!
Achievement	We deliver exceptional results!
Trust	We create trust by living with integrity

Why the role exists

This role is essential in advising the organisation about the application of procurement best practice in all stages of the procurement process, including planning and contract management and supporting the organisation to raise the bar in capability and knowledge.

What you do

Advice, support and guidance

- Provide clear and sound advice to all employees on best practice procurement and contract management. Be timely and tailor your advice so it is fit for purpose.
- Lead the Council's Procurement Champion network, to build up capability and awareness across the organisation of procurement and contract management.
- Take the lead on procurement activities such as planning, evaluation, negotiations and contract management when needed.
- Provide procurement training to all new starters and continue providing support as they work through procurement processes.

Documents and systems

- Develop and implement simple and effective procurement frameworks, policies and procedures, keeping these up to date and in line with legislative and best practice requirements.
- Look after the Council's procurement and contract database register.
- Create and implement procurement accountability systems.
- Manage the establishment of new preferred supplier panels and lists as required for efficient procurement.

Reporting and compliance

- Keep compliance in mind when working through procurement or contract management activities.
- Produce reports and performance indicators for use internally and externally, including reporting for the Finance, Audit & Risk Committee.
- Make sound recommendations on unusual procurement issues, challenges or ideas.

Health, Safety and Wellbeing

- Take all reasonable practicable steps to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or inaction.
- Demonstrate a personal commitment to health and safety in accordance with HDC's Health and Safety Policy.
- In the event of an emergency, you may be required to take on some Civil Defence duties. Training is provided.

Organisational Support

- Participates in Emergency Management activities.
- Approved procedures, information systems and policies are documented, filed and complied with.
- Participates in Council's performance management programme.
- Additional tasks, duties or responsibilities as directed by the Business Performance Manager.
- Assist any other department of Council when required and as agreed.
- Participate and contribute to management support initiatives.

Delegations

- No financial delegation or authority for this role.

How you do your work

Behaviours

- **Driven** – Focused on making things happen by taking opportunities, making tough decisions and taking decisive action in the best interests of the customer and business. Is action oriented and demonstrates perseverance to achieve business goals.
- **Attention to detail** – Applies the appropriate level of detail for required tasks. Appreciates the importance of both timing and attention to detail.
- **Can we do it better** – Consistently look for ways to improve what we do and how we do it. Be open to new ways of working. Constructively share and discuss ideas with others.
- **Build great relationships** – Look for opportunities to build strong relationships. Be relatable and approachable. Show that you value and appreciate these relationships.

Knowledge and skills

- Familiarity with local government procedures, protocols and policies.
- Knowledge of the procurement lifecycle and procurement best practices.
- **Problem Solving** – Uses robust and logical methods to solve problems with effective solutions. Openly looks for different solutions and does not stop at the first answer. Take responsibility for resolving problem in a timely manner.
- **Communication** – Very aware of the importance of timely and clear information to others. Listen carefully and ask questions to ensure you have understood. Communicate with a professional and human touch that reflects who we are.
- **Work smarter, not harder** – Be proactive about how we can improve our systems and processes.
- **Negotiation** – Confidently approach situations that need outcomes to be negotiated, with the aim of reaching an outcome for the benefit of our organisation.

What you bring to the role

Experience and qualifications

- Proven experience in a similar role.
- Knowledge and understanding of government procurement rules and requirements with the ability to lead an organisation in this area.
- Strong ability to translate Government expectations into policy and procedure.
- Exposure to administering the tendering process and contract awards (RFX, ROI, RFP).
- Successful experience in reviewing processes and implementing changes that bring better outcomes and solutions to an organisation.
- A tertiary qualification or certification in Procurement Management or similar would be an advantage.