

**JOB DESCRIPTION**  
**April 2023**

**Title & Reporting Relationships**

<b>Position Title:</b>	<b>Procurement Systems Advisor, Te Kaitohutohu Punaha Hoko mai, Corporate Services Group</b>
<b>Grade:</b>	SP 15
<b>Reports to:</b>	Procurement Lead, Corporate Services
<b>Direct/Indirect Reports:</b>	Nil
<b>Purpose of the Group and the Position:</b>	<p><b>The Corporate Services Group</b> comprises: Corporate Planning and Reporting; Finance; Digital Solutions; Procurement; and Business Improvement and Risk. The Group has responsibility for providing the strategic management and robust effective operation of all financial management, information and technology management, and will undertake continuous monitoring and review of these functions for the Council.</p> <p>Within this Group the Procurement Systems Advisor will assist with the transformation and ongoing management of an effective centre-led procurement function which supports the effective delivery of Council's strategic and operational objectives, and which:</p> <ul style="list-style-type: none"> <li>• delivers fit-for-purpose, quality solutions and great value for money;</li> <li>• helps Council to improve economic, social, cultural and environmental wellbeing;</li> <li>• adopts strategic and collaborative procurement approaches and smart, commercially savvy market engagement;</li> <li>• utilises robust, efficient and user-friendly procurement frameworks and systems to support and enable good practice procurement activity.</li> </ul>
<b>Internal Customers:</b>	<p>This role is responsible for establishing and maintaining effective, co-operative and professional working relationships with all stakeholders including:</p> <ul style="list-style-type: none"> <li>• Specialist staff across the organisation involved with the procurement function, in particular from Legal; Finance; Health and Safety; Sustainability and Resilience; Digital Solutions; Records; and Organisational Development.</li> <li>• Staff that buy goods, services and works and who manage supplier relationships.</li> </ul>

- External Customers:**
- Suppliers
  - Ministry of Business Innovation and Employment (MBIE)
  - Public Sector procurement practitioners

### **KEY RESPONSIBILITIES AND OUTCOMES**

In the current local government environment, the Council must be well positioned and supported to meet the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for businesses and households. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influence how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

Our behaviours demonstrate our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers’ needs, share information and work as a team;
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of the implications of the Treaty of Waitangi on the operations of a local authority.

### **Functional Key Results**

The Procurement Systems Advisor is a new role established to assist with the transformation and management of an effective centre-led procurement function for the Council. The role will be responsible for facilitating a high level of collaboration across the organisation to internal competencies in procurement, contract management, and supplier relationship management.

The role will primarily be responsible for ensuring procurement technology contributes to a high performing procurement function by improving visibility of expenditure and procurement activity, enabling collaboration and information-sharing (internally and externally) and enabling effective analysis and reporting.

### **Technical responsibilities and expectations**

- Acting as Council super-user and administrator for a range of systems utilised for procurement, including but not limited to the GETS and LGTenders systems, the Supplier Portal, the MyBuy Procurement Hub, the Sharepoint contract register and internal intranet pages.
- Promoting and driving utilisation of Council’s procurement systems and providing support to staff in their use.
- Providing data and information uploads for Council’s procurement systems as well as information download and reporting to meet stakeholder needs.
- Continuous improvement to internal processes that to support quality data capture, maintenance and utilisation.
- Maintaining a sound understanding and working knowledge of Council’s finance and purchasing systems and assisting others as required.
- Extracting spend/supplier reports from Council’s finance systems, cleansing and analysing spend/supplier data and information, and presenting data and information to meet the needs of procurers and managers throughout Council.

- Maintaining and sharing current information about all available “All-of-Government”, syndicated, or other collaborative deals available to Council. Monitoring their utilisation and results.
- Assisting staff that establish and manage corporate supply arrangements (i.e. travel, office consumables etc) to ensure the corporate supply arrangements are providing good value, are meeting the needs of users, and that the ordering / payment processes are efficient. Where required, taking a lead role on the establishment and management of corporate supply arrangements.
- Facilitating information-sharing and collaboration throughout Council and with other organisations.
- Managing physical tender box and oversee tender opening procedures.
- Reporting on key procurement metrics.
- Promoting and assist with procurement record-keeping throughout Council.
- Staying abreast of procurement developments in the NZ Public Sector and participating in relevant networks / forums (internal and external).
- Participating in procurement improvement work. Assisting with the maintenance and improvement of Council’s procurement framework (policy, manual, templates, forms and guides). Ensuring procurement toolkit is kept up-to-date and maintained.
- Supporting procurement activity where required by providing basic procedural advice, liaising with other staff that provide procurement support, and by providing administrative assistance if needed.

#### **Legislative Compliance**

- Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).

#### **Project and Contract Management**

- Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders.
- Ensure documentation is current, available as required and is prepared using Council standard templates/documentation.
- Ensure Council processes and procedures are complied with.
- Managing and maintaining Council’s contract management system and any other procurement information repositories. Ensuring data and information is complete, up-to-date and accurate.

#### **Customer Service**

- Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence and demonstrates organisational values.
- Maintain confidentiality at all times.

#### **Teamwork**

- Participate willingly and positively in the orientation, training and support of new staff in specific areas, providing coaching/buddy support as required.
- Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required and the opportunity arises.
- Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement.
- Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.

### **Financial Management**

- Ensure all financial activity is conducted in accord with current policy and procedures.
- Ensure you work within your financial delegation.

### **Monitoring and Reporting**

- Review, monitor and report on activity or projects as required by the manager.
- Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes.

### **Relationship Management**

- Build and maintain effective professional working relationship with all key stakeholders.
- Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.
- Promote collaboration between staff, suppliers, and other procuring organisations.

### **Information Management**

- Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated systems, using processes and tools as described in the current Information Management Policy.

### **Personal Key Results**

- Demonstrate commitment to organisational values through behaviour that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Keep abreast of developments in the NZ Public Sector and participate in relevant networks / forums (internal and external).
- Contribute collaboratively, positively and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of the Treaty of Waitangi and its application for the Council.

### **Health and Safety**

All employees have a responsibility to work towards keeping a safe and healthy work environment by following all safe work methods, identifying work place risks and hazards and using appropriate safety equipment. This includes but is not exclusive to demonstration of the following:

- taking all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person or the environment;
- reporting any risks and/or hazards you become aware of in the workplace;
- observing all safety policies, procedures and precautions, including wearing and using the protective clothing and equipment;
- notifying your manager/Group Manager/H&S Advisor immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours;
- notifying your manager/Group Manager/H&S Advisor within 24 hours of filing any ACC claim for a work related accident or gradual process injury, and provide your manager/Group Manager/H&S Advisor with copies of relevant medical information specific to your claim; and
- complying with all policies and procedures that are in place.

At the discretion of the Council, as part of a rehabilitation program, you may be required to return to work to undertake such alternative duties as are available and are

as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

### **Essential Skills, Knowledge and Experience**

- 1-3 years' relevant procurement experience, ideally with some experience in the NZ public sector.
- Some specialist training in procurement, ideally with a formal procurement qualification such as MCIPS (or studying towards this).
- Systems experience: MS Excel (highly skilled), other MS Office systems; e-Procurement systems; finance systems; EPO systems.
- Highly skilled in data analysis and reporting.
- Effective communication skills both oral and written.
- Effective interpersonal skills with a demonstrated commitment to customer service and willingness to and capability for working with a wide range of people within and outside the organisation.
- Effective time management skills and ability to work proactively and effectively without supervision and collaboratively as an effective team member.
- Holder of a current and valid NZ Drivers' licence.

### **OTHER INFORMATION**

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

#### **Civil Defence Duties**

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence and/or Emergency Management duties in the event of an emergency. (Training will be given as appropriate.)

Staff will also be required to assist with maintaining business continuity in the event of a disruption to Council business and/or the impact of a pandemic by undertaking duties in accordance with how the Council responds to the interruption.

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

#### **Performance Review**

Performance in this position will be assessed in terms of an agreed performance plan.