

# Senior Procurement Advisor Position Description



Business Unit	Corporate
Location	Wellington
Type	Permanent Full time
Salary Range	\$88,400 (85%) - \$104,000 (100%) - \$114,400 (110%)

## Our tikanga

The tikanga of Taumata Arowai are based on the guiding principles of Te Mana o te Wai.

**Mana Motuhake** – lead by example by upholding and role modelling positive partnerships and behaviours based on kaupapa Māori principles, knowledge of local kawa and tikanga. Our thinking and practices are guided and informed by the principles of the Te Tiriti o Waitangi and Te Mana o te Wai.

**Kaitiakitanga** – ensure appropriate action is taken to steward, protect and preserve the integrity of the mauri, mana and ora of wai and tangata for the future. Our actions are guided and informed by mātauranga Māori-led change where kaitiakitanga can be exercised.

**Manaakitanga** – act in a mana enhancing way, with care and respect for the mauri, mana and ora of wai and tangata. Our work supports and respects the interests, strengths, and aspirations of wai and tangata for long term intergenerational sustainability.

## Ko wai mātou | About us

### Background and context

Taumata Arowai was established on 1 March 2021 as one of the three pou (pillars) of the Government's 2020 Three Waters Reform programme (the other pou are regulatory and service delivery reform) as a result of the review of the Havelock North incident. It will become the new water regulator for Aotearoa when the Water Services Bill is enacted, expected to be in the second half of 2021.

Taumata Arowai is born out of Te Mana o te Wai – a universal concept that is about restoring and preserving the balance between the wai, the wider environment and the community.

As well as an independent, Ministerial-appointed board, Taumata Arowai will be advised on Māori rights and interest by a rōpū (Māori Advisory Group), which will work alongside iwi and Māori as the Crown's Te Tiriti o Waitangi partner.

## Our relationships

Taumata Arowai recognises that we need to develop strong relationships and work collaboratively across the sector. We will design, build and act from a te ao Māori perspective, working together across Aotearoa with iwi and Māori, local and central government and the wider water sector.

We take our lead from Te Tiriti o Waitangi and are guided by the principles of Te Mana o te Wai to regulate and influence the water services sector, improve outcomes and reflect on the importance of and connection between the health of tangata and wai, people and water.

## Spirit of service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa

i āianeī, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under te Tiriti o Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

## Mō tēnei tūranga mahi | About this role

### Position Purpose

The Senior Procurement Advisor will provide advice and support to the organisation about supplier and contract management and procurement approaches and requirements to ensure the organisation gets the best from our spending and raises performance standards through the effective management of our suppliers.

The Senior Procurement Advisor is a member of the Corporate Finance Team which provides a range of financial, procurement and facilities management services to support the agency to deliver its regulatory functions.

<b>Reports to</b>	Finance Manager	
<b>Staff</b>	Nil	
<b>Key Relationships</b>	<b>Internal</b> Chief Executive and Leadership Team Managers and budget holders Legal team	<b>External</b> NZGPP AOG steering groups Suppliers and vendors Host agencies

## Key Accountabilities

As a Crown agency, it is likely that the scope and functions of positions within Taumata Arowai will evolve over time as Taumata Arowai grows and matures. Responsibilities of this position are expected to change over time as Taumata Arowai responds to these changing needs.

### Procurement and Contract Management

- Support the Finance Manager to provide strategic procurement advice to the Chief Executive and Leadership Team to inform their decision making
- Develop and implement a robust procurement function and service which supports the organisation to be nimble and obtain good public value whilst meeting AoG policy requirements
- Provide oversight and management of the total supplier and contract landscape, taking a category management approach which leverages AoG contracts and preferred supplier arrangements to manage cost, risk and complexity.
- Build commercial and procurement capability across the organisation to support people to use good judgement in procurement, contract and supplier management at all levels.
- Design, develop and manage high value RFX processes for the sourcing of products and services and provide guidance to the organisation to manage lower value procurements
- Work with contract managers in the business to develop service level agreements and key performance indicators for suppliers
- Work with contract managers to regularly review supplier performance and develop actions to improve performance and delivered value over time
- Lead the negotiation of significant contracts in conjunction with the General Counsel or external legal support e.g. technology contracts, property leases and renewals
- Facilitate and negotiate any co-location accommodation for regional regulatory staff
- Manage MOU's with host agencies and partners

### Relationship Management

- Develop and maintain professional, effective working relationships with key suppliers and vendors to achieve Taumata Arowai's outcomes
- Work with the Government Property and Procurement function (NZGPP) to ensure Taumata Arowai is compliant and meets NZGPP requirements

### Health and safety for self

- Work safely and take responsibility for keeping self and colleagues free from harm
- Report all incidents and hazards promptly
- Know what to do in the event of an emergency
- Cooperate in implementing return to work plans

## Ko koe tēnei | About you

### Qualifications

- Relevant tertiary business qualification or equivalent commercial experience
- Member of or studying towards becoming Member of Chartered Institute of Purchasing and Supply (MCIPS)

### Experience

- Experience providing commercial procurement advice to organisations
- Experience negotiating and managing large technology and property contracts
- Experience managing suppliers to improve performance and delivered value
- Experience managing the full procurement lifecycle
- Experience drafting contract and service agreements

### Knowledge

- Understanding of the machinery of government
- Strong understanding of AoG procurement policies and statutory obligations
- Understanding of the principles of contract law
- Understanding of best procurement practice

### Skills and Attributes

- Demonstrated well developed negotiation skills
- Strong commercial acumen
- Ability to work with a diverse range of people
- Ability to work under pressure and manage ambiguity and complexity
- Demonstrated commitment to the principles of the Treaty of Waitangi and te Ao Māori