

Lead Procurement Advisor Position Description

Business Unit	Corporate Services
Location	Wellington
Type	Permanent – Full Time
Last Updated	November 2024

Ko wai mātou | About us

The Water Services Authority - Taumata Arowai (the Authority) is the water services regulator for Aotearoa New Zealand. We are committed to ensuring all communities have access to safe and reliable drinking water every day. We also have an oversight role in relation to the environmental performance of public drinking water, wastewater, and stormwater networks.

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Position Purpose

The Lead Procurement Advisor is responsible for proactively developing procurement strategies and providing expert advice to all stakeholders on current and future procurement needs, and adherence to best practice, whilst ensuring All of Government and internal policy requirements governing procurement are adhered to.

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

Reports to	Chief Finance Officer	
Staff	1 (Procurement Advisor)	
Financial Authority	Nil	
Key Relationships	Internal Procurement Advisor Finance Team Chief Executive and Leadership Team Managers and budget holders Legal team	External New Zealand Government Procurement and Property Group (NZGPP) All of Government (AoG) steering groups Suppliers and vendors Relevant agencies and teams

Key Accountabilities

It is likely that the scope and functions of positions within the Authority will evolve over time.

Procurement and Contract Management

- Provide strategic procurement advice to the Chief Executive and Leadership Team to inform their decision making
- Negotiate price, discount and delivery provisions with suppliers
- Determine and set performance standards for suppliers in accordance with AoG and in-house policies and procedures
- Evaluate supplier performance
- Troubleshoot and resolve complex and atypical procurement problems and issues
- Continuously 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, leveraging 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.
- Lead the design, development, and management of high value/risk end-to-end procurement processes for the sourcing of products and services. Also provide guidance to the Procurement Advisor and organisation to manage lower value/risk 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
- Mentor and coach the Procurement Advisor and other team members as required
- Ensure that all reporting is submitted timely
- Influence the organisation to include broader outcomes and progressive procurement policies in their contracting arrangements

People Management

- Provide day to day oversight and supervision of Procurement Advisor
- Provide advice and support to Procurement Advisor to assist them to carry out their duties

Relationship Management

- Develop and maintain effective working relationships with key internal stakeholders to achieve the outcomes of the Authority

- Develop and maintain effective working relationships with key external stakeholders throughout the region to achieve the outcomes of the Authority
- Work with New Zealand Government Procurement and Property function (NZGPP) to ensure the Authority is compliant and meets NZGPP
- Contribute to the delivery of response activity in the Authority
- Build capability and confidence in Māori-Crown relations, including te reo Māori, and upholding Te Tiriti o Waitangi

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 and follow relevant procedures or instructions in the event of an emergency
- Cooperate in implementing return to work plans
- Comply with Health, Safety and Wellbeing policies

for team

- Inform, develop and equip staff to carry out their work safely
- Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries
- Assess all hazards promptly and ensure they are managed.

Ko koe tēnei | About you

Qualifications

- Relevant tertiary business qualification or equivalent commercial experience
- Relevant certification or similar experience (e.g. Member of Chartered Institute of Purchasing and Supply)

Experience

- 5+ years' 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 in private or public procurement essential

Skills and Attributes

- Demonstrated commitment to the principles of Te Tiriti o Waitangi and developing own capability in te ao Māori
- Demonstrated well developed influencing and negotiation skills
- Strong commercial acumen
- Ability to work with a diverse range of people
- Open to new ways of working and innovation
- Ability to work under pressure and manage ambiguity and complexity