



Te Wānanga o Aotearoa

ARO TŪRANGA Position Description

A wānanga provided in section 162(4)(b)(iv) of the Education Act 1989, is characterised by “teaching and research that maintains, advances and disseminates knowledge and develops intellectual independence, and assists the application of knowledge regarding āhuatanga Māori (Māori tradition) according to tikanga Māori (Māori custom)”.

Tūranga <i>Position</i>	Senior Procurement Officer - Tenders	
Uepū / Wāhanga <i>Department</i>	Rangatahuta, Procurement	
Takiwā / Rohe <i>District</i>	Te Puna Mātauranga	
Wāhi Mahi <i>Location</i>	Te Awamutu	
Whakatau ki <i>Reports to</i>	Lead National Procurement	
Māka Pūtea <i>Salary Grade</i>	L5	
Māngai Pūtea <i>Financial Delegation</i>	None	
Wā Roanga <i>Tenure</i>	Permanent, full time	
Ngā Rōpu Whaihua <i>Functional Relationships</i>	<u>Internal</u> <ul style="list-style-type: none"> • Kaimahi and managers across the organisation • Rangatahuta Team • Uepū (Audit and Risk, Leads, and Kaimahi) 	<u>External</u> <ul style="list-style-type: none"> • Suppliers • MBIE (All of Government) • Account Manager/Account Executives • GETS • External Auditors

Pūtake Tūranga - Role Purpose

The Senior Procurement Officer - Tenders initiates and coordinates the strategic sourcing across all categories. The role participates in vendor selection, tenders, vendor negotiation and maintains a system of compliance, monitoring and measurement to deliver benefits and cost savings to the organisation.

Key Performance Indicators	Success Factors
Procurement <ul style="list-style-type: none"> Support the Specialist-Procurement in needs and market analysis for procurement initiatives. Prepare and present recommendations for submission and approval. Execute the procurement strategy, including the development and drafting of associated documentation (e.g., EOI, and RFx) Negotiate, finalise and draft preferred supplier contracts. Support the development of Procurement policies and procedures Key knowledge of government rules of sourcing 	<ul style="list-style-type: none"> Cost savings are achieved. Procurement initiatives improve quality and efficiency. All documents are approved in line with DFA.
Tenders <ul style="list-style-type: none"> Manage contract tender and procurement sourcing processes including administering electronic tender applications. Monitor category/supplier performance against contract, SLA, MoU, or Agreement and report non-compliance and seek corrective actions. Conduct quarterly supplier reviews for assigned categories and support site audits as required. Support the development of Procurement policies and procedures Maintain awareness of market conditions, policy and regulatory matters that impact on the tendering process. 	<ul style="list-style-type: none"> Timely and effective management of the Tender Process in accordance with TWoA expectations. RFx are Ensuring filing and archiving of all information is completed and accurate timely. Effective assistance is provided to Takiwā and Uepū with their tender requirements which includes assisting them with managing the process and compliance with policy and TWoA expectations. Timely and effective review of contract compliance and either rectification or reporting non-compliance.
Performance Reporting & Administration <ul style="list-style-type: none"> Prepare relevant business papers, reports and business cases for stakeholders. Document and communicate benefits and cost savings to leadership and the organisation. Ensure tender documentation is completed, auditable and complies with best practice and organisational policy. 	<ul style="list-style-type: none"> Stakeholder rate business papers, reports and business cases as being accurate and meeting their needs. Internal and external audits confirm compliance with best practice and organisational policy.
Relationship Management <ul style="list-style-type: none"> Develop and maintain effective relationships with stakeholders and supplies. 	<ul style="list-style-type: none"> Positive stakeholder and supplier feedback recognising effectiveness and contribution.
Coaching <ul style="list-style-type: none"> Provide coaching to kaimahi on the organisation's processes and procedures related to procurement. 	<ul style="list-style-type: none"> Kaimahi rate the coaching sessions as valuable.
Health and Safety <ul style="list-style-type: none"> Recognise and address circumstances to prevent unhealthy or unsafe situations Perform any manual duties in a safe and responsible manner 	<ul style="list-style-type: none"> Adherence to all safety and wellness policies and procedures. Faults are reported immediately to relevant personnel Zero harm while carrying out duties
Other Duties <ul style="list-style-type: none"> Undertake any additional duties as required by management 	<ul style="list-style-type: none"> Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa

The employee shall be required to exercise all their skills and knowledge in the achievement of the position objectives and to follow any current or future procedures and policies related to achieving the objectives.

The responsibilities and expectations outlined in this position description may alter as business needs change. In addition specific objectives and outcomes will be agreed to with the kaimahi's manager on an annual basis at performance review.

Person Specification:

<p><u>Qualifications and Experience</u></p>	<p>Qualifications:</p> <ul style="list-style-type: none"> • Diploma in Procurement & Supply Operations or • Diploma in Business Management • Basic knowledge of Contract Law • NZ Driver Licence – Type 1 <p>Experience:</p> <ul style="list-style-type: none"> • Demonstrated experience (1 – 2 years) in implementing strategic procurement frameworks and practices. • Proven experience (3 – 5 years) in procurement processes and procedures. • Proven experience (3 – 5 years) in identifying business needs and opportunities for saving. • Proven experience (3 - 5 years) in managing tendering processes. <p>Āhuatanga Māori:</p> <ul style="list-style-type: none"> • Engages in cultural activities and has a sound understanding of āhuatanga Māori (values, culture and tikanga) • Understands and uses basic te reo Māori phrases, mihi and greetings (TARM level 2 or equivalent qualification) • Prepared to increase knowledge, understanding and everyday use of te reo and āhuatanga Māori and support other kaimahi in the same endeavour • Actively applies Te Wānanga o Aotearoa values in the workplace
<p><u>Technical Skills</u></p> <p>Are the specialised skills and abilities required for a particular role</p>	<ul style="list-style-type: none"> • Advanced understanding of sourcing and procurement techniques • Sound understanding of purchasing policies, principles, processes and procedures • Good negotiation and communication skills • Time management, planning & organisational skills • Understanding of market and business drivers • Understanding of supplier relationship and performance management principles • Intermediate user knowledge of Microsoft Office Suite • Advanced written and oral communication • Intermediate level of technology proficiency • Intermediate level ability to analyse, investigate and interpret data • Advanced written and oral communication skills
<p><u>Behavioural Skills and Attributes</u></p> <p>Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles</p>	<p>Analytical Ability Analyses, investigates and interprets data, issues and situations.</p> <p>Attention to Detail Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved.</p> <p>Business Acumen Understands the business; uses knowledge of the organisation and external markets to identify potential risks, threats and opportunities – demonstrates sound business sense.</p> <p>Critical Thinking Examines issues and ideas and then identifies a variety of assumptions and perspectives, including both for and against, good and bad.</p> <p>Customer Focused Builds positive rapport with all external and internal customers. Is attentive and responsive to their needs and is proactive when finding solutions. Goes beyond expectations in providing exceptional support, advice or help. Represents Te Wānanga o Aotearoa in a positive light.</p>

	<p>Negotiating Explores alternatives to gain acceptance to ideas and reaches outcomes that gain the acceptance of most parties.</p> <p>Relationship Management Proactively develops and maintains effective internal and external relationships to facilitate the achievement of work goals.</p>
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