

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>	Sourcing Officer	
Uepū / Wāhanga <i>Department</i>	Procurement, Rangatahua	
Takiwā / Rohe <i>District</i>	Te Puna Mātauranga	
Wāhi Mahi <i>Location</i>	Te Puna Mātauranga	
Whakatau ki <i>Reports to</i>	Lead – National Procurement	
Māka Pūtea <i>Salary Grade</i>	Allied, Level 4	
Māngai Pūtea <i>Financial Delegation</i>	N/A	
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 TWoA • Procurement team 	<u>External</u> <ul style="list-style-type: none"> • Suppliers • 3PL Distributions Company

Pūtake Tūranga - Role Purpose

The role of Sourcing Officer is to coordinate the procurement of taura resources for Te Wānanga o Aotearoa nationally. The is responsible for researching and sourcing the resources at competitive prices ensuring they are of good quality and ensuring they arrive on time while adhering to TWoA procurement policies, procedures and values. The role reviews and approves Workplace requisitions as well as providing training on the system to kaimahi.

Key Performance Indicators	Success Factors
<p>Resourcing</p> <ul style="list-style-type: none"> - Identify the recourse needs of tauira within the business - Evaluate market conditions - Research and evaluate potential vendors - Compare and evaluate offers from suppliers - Prepare and execute sourcing plans - Negotiate pricing, quantity and delivery schedules - Track orders and ensure timely delivery - Review quality of purchased products - Enter order details into internal databases - Maintain up-to-date records of purchased products and delivery information - Monitor stock levels and place orders as needed (Student Resources & Marketing) including managing stock write offs - Continually track trends - Suggest improvements with resources, packaging and delivery - Maintain good relationships with external and internal stakeholders - Monitor class information - Support the preparations of PRLs and budgets including cost analyses - Following and enforcing TWOA's procurement policies and procedures 	<ul style="list-style-type: none"> - Work with staff and management to define their needs to enable the procurement cycle and ensure tauira are provided the required resources to support their learning. - Assess & analyse demand-supply statistics, the state of competition and any influence of external factors that will achieve best practice and that may have an effect of tauira not getting their resources. - Measure supplier's capacity to the 5 rights of Procurement <ul style="list-style-type: none"> o The right quality o The right quantity o The right price o The right place o The right time - Ensure the best price and earliest delivery time is met and within budget. - Ensure TWOA procurement procedures and policy are followed. TWOA adhere to Government Broader Outcomes. TWOA resources are sustainable. Reduce amount of write offs. - Best practise is followed and lead times are understood. - All resources are at our 3PL packed and ready to be sent to tauira on time. - Ensure all resources are environmentally sustainable and of the highest quality (both manufacturing & end product) - Requisitions & spreadsheets are entered within 24 hours of receiving the necessary information. - Track incoming inventory, delivery arrival time and note actual arrival time - Stock must be available to meet the needs of tauira when required. - Identifying where there may be shortfalls or surpluses of stock out in Takiwā. - Identifying any issues with the packing of resources and ensuring we are following sustainable and social procurement regarding Tauira resources. - Establish open, honest, trusting relationships with external and internal stakeholders. Develop good communication skills including listening, assertiveness and conflict management. - This information dictates what resources and quantities are required. Monitoring this ensures that correct resources are available to tauira at the time they are required. - All information regarding costs, programme resources etc are received by Akoranga within the expected timeframe. - Best practise is always followed to ensure processes work correctly. Understanding the role of Procurement and the strategic direction of TWOA.

Workplace Approver

- Review, compare, analyse and approve products & services to be procured by internal stakeholders;
 - Ensuring compliance with policy and procedures
 - Ensuring justification and documentation evident for auditing purposes
 - Managing logins
 - Provide training and advice
 - Troubleshooting
 - Running reports as and when appropriate/requested, to identify trends and concerns
 - Monitoring high expense suppliers to identify risks and need for contracts, proposal or tender process to be initiated – notify National Procurement Manager and
 - Loaded external agreements attached to WorkPlace in Great Plains where appropriate and as directed by Senior Procurement Officers/Specialist
- Monitor and manage Workplace email and reconcile any queries
- Training new internal Workplace requisitioners and approvers
- Research and evaluate broader outcomes and environment sustainability.
- Quality assure soft proofs of digital files of tauira printed resources.
- Monitor and manage Tauira Resources email and reconcile any queries and address any tauira resource issues
- Create & manage Workplace shopping lists

Administrator function for WorkPlace

- All requisitions are reviewed & approved within a 24-hour period unless more follow up is required.
- Minimize the time it takes to approve a requisition, PO into the hands of vendors & proactively monitor open requisitions.
- All requisitions compliant with policy and procedures
- All requisitions contain sufficient information to satisfy scrutiny by auditors
- All kaimahi emails are answered and queries are reconciled.
- All new kaimahi requiring Workplace (either as requisitioners or approvers) receives training.
- Existing kaimahi may have a refresher training course.
- Support wider social, economic, cultural and environmental outcomes that go beyond the immediate purchase of goods and services. Encourage sustainability and social procurement.
- Giving approval of soft proofs from current digital files. Any changes to files require new files, new item codes and proofs are to be hard copies which kairuruku approval.
- Tauira receive the correct resources and all issues are sorted in a timely manner.
- Maintain Workplace shopping lists to ensure administrators can easily access relevant information.
- All requests for:
 - Set up new users
 - Maintenance of active users
 - De-activate active users
 - Setting up new delegations of authorities
 - Removing delegation of authorities
 - Maintenance of Vendor accounts when required

	<ul style="list-style-type: none"> • Approving requisitions on behalf of someone else • Clearing of open receiving and approval sessions • Re-setting of passwords <p><u>Running of weekly reports:</u></p> <ul style="list-style-type: none"> • Active users report to check status of licences • Purchase orders not transmitted to vendor report
Health and Safety <ul style="list-style-type: none"> - Comply with all health, safety and wellness policy and procedures - Recognise and address circumstances to prevent unhealthy or unsafe situations - Perform any manual duties in a safe and responsible manner - Report faults in accordance with policy - Process risk management forms and health and safety issues accordingly 	<ul style="list-style-type: none"> - Health, safety and wellness policies and procedures are adhered to and complied with - Risk minimisation assessment is completed and any identified mitigation action taken - Zero harm while carrying out duties and programme delivery meets all safety standards as outlined in policy and procedures - Faults are reported immediately to relevant personnel - Forms are completed that accurately reflect risks and health and safety issues
Other Duties <ul style="list-style-type: none"> - Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications - Undertake professional development as identified - Attend hui kaimahi as requested - From time-to-time all kaimahi are encouraged to engage in other activities outside their assigned duties, such as (but not limited to) setting up and attending powhiri, hosting visitors and supporting other kaimahi in their roles 	<ul style="list-style-type: none"> - Requests by the employer are undertaken - Professional development is undertaken as agreed - Hui are attended as required - 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"> • Certificate in Business Administration or related subject • Diploma in Supply Chain • NCEA Level 3 Mathematics (or equivalent) • Full NZ Drivers licence, class 1 (clean) <p>Experience:</p> <ul style="list-style-type: none"> • Demonstrated experience providing an administration/coordination function in a fast-paced procurement role (or similar) • User knowledge of vendor coursing practices including researching, evaluating and liaising with vendors. • Understanding of the tertiary education sector and programme deliver • Understanding of the enrolment process, tauira journey and resource requirements • User knowledge of purchasing software <p>Āhuatanga Māori:</p> <ul style="list-style-type: none"> • Actively engages in cultural activities and has an excellent 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) • Understands and is an advocate for using 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"> • Intermediate user knowledge of Microsoft Office Suite • Excellent written and oral communication skills • Excellent relationship management skills • Confident in reporting, data collation and presenting information • Proven ability to manage time effectively and have a high attention to detail • Accurate and proficient data entry and typing skills • Intermediate level of technology proficiency • Understanding of procurement and supply chain management
<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>Problem Solving Uses a combination of logic, analysis, experience, wisdom and advanced methods to make sound and timely decisions, and to solve problems. Solves difficult problems and creates effective solutions.</p> <p>Time Management Uses time effectively and efficiently; concentrates efforts on the most important priorities; and independently handles several tasks at once.</p> <p>Initiative Is proactive and looks at improving current systems and processes, looks at things in new and better ways.</p> <p>Approachability Makes others feel comfortable, welcomed and at ease should they need support, help or advice. Is perceived as helpful, genuine and amicable.</p> <p>Attention to Detail Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved.</p> <p>Listening Practises attentive and active listening, has the patience to hear people out and is perceived to have good rapport and reputation by others.</p>