

		<ul style="list-style-type: none"> • Government Electronic Tenders Service (GETS) • Auditors
purpose	<i>Pūtake Tūranga - Role Purpose</i>	<p>The Procurement Specialist will support Te Wānanga o Aotearoa in achieving best value-for-money, innovation, and improved outcomes through providing support in various procurement activities. The Procurement Specialist will provide coordination, administration, and management of end-to end tendering processes. The role will provide guidance regarding purchasing and tendering procedures and requirements and support implementing solutions to improve efficiency and reduce cost.</p> <p>The Procurement Specialist will be expected to work in a collaborative team environment while maintaining positive business relationships with both internal and external customers & suppliers. The role will work in a cross-functional manner across the entire organisation.</p> <p>The Procurement Specialist is responsible for:</p> <ul style="list-style-type: none"> • Provision of procurement/contractual/commercial advice • Procurement and category planning and analysis • Tender development and process management • Contract drafting and negotiation • Contract maintenance • Supporting Takiwā and Uepu with supplier performance management and contract reviews • Contract variations • Process/contract model improvements

Key Performance Indicators	Success Factors
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Analysis & Planning	
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<ul style="list-style-type: none"> • Gather and evaluate relevant information on the market, business needs, categories, key suppliers, the supply chain, and contextual factors to inform procurement decisions. • Development of annual and individual Procurement plans aligned to overarching procurement strategies. • Provision of regular updates to the Lead Procurement regarding work completed, in progress, highlights and issues, inclusive of initiating planning and prioritisation meetings regularly. 	<ul style="list-style-type: none"> • Procurement plans developed and approved. • Programme of work prioritised, and workload managed as agreed. • Procurement and contract risks identified and mitigated. • Contracts are within term and not past expiry. Contracts are signed before work commences and or goods and services supplied.
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Procurement Process Development and Management	
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<ul style="list-style-type: none"> • Leading and facilitating procurement activity. • Development of procurement documentation including Business Cases, Tender Evaluation Guidelines, Evaluation Matrix, Requesting Document and draft Contract terms. 	<ul style="list-style-type: none"> • Involvement of all required stakeholders in development of procurement projects. • All procurement documentation is clearly written and well considered and approved by all stakeholders. • Procurement activities are developed and advertised to agreed timelines. • Evaluation processes are fair, transparent, robust and conducted in accordance with best practice standards and the agreed Tender Evaluation Guidelines.
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Supplier Performance and Contract Reviews	
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<p>Manage and monitor service provider performance through a transparent monitoring system for key contractual relationships.</p>	<ul style="list-style-type: none"> • Contract monitoring measures and systems are in place. • Service providers meet agreed performance standards, and that poor performance is addressed appropriately.
<p>Contract Negotiation & Drafting</p>	
<ul style="list-style-type: none"> • Negotiating contracts for goods and services. This function includes the determination, design, development, and implementation of negotiating strategies. • Managing the development and maintenance of comprehensive, legally approved contracts. 	<ul style="list-style-type: none"> • Successful and timely negotiation of contracts that meet the Business Group(s) objectives. • Contracts meet Te Wānanga o Aotearoa best practice legal and ethical standards and are reviewed by TWoA's Legal team.
<p>Strategy</p>	
<ul style="list-style-type: none"> • Ensure that all procurement activities align with governments best practice principles and applicable standards and policy. • Ensure all procurement practices stand up to all risk, probity and assurance checks that may be undertaken. • Practice a continuous improvement approach by reviewing the methodologies, work methods and results of the procurements and maintain a positive approach to solving problems / issues. • Assist the Lead Procurement with the development of procurement policies and processes. • Lead the procurement aspects of business case development across Te Wananga o Aotearoa. • Ensure legal and policy constraints are identified and considered in the implementation of sourcing strategies. • Ensure Broader Outcomes are considered in the development and implementation of sourcing strategies 	<ul style="list-style-type: none"> • The procurement strategy is kept up to date and aligns with procurement and TWoA policy and procedures. • Selection of suppliers is based on alignment to procurement strategy.
<p>Legislative and Policy Environment</p>	
<p>Ensure that the planning, management and delivery of procurement outcomes is fully consistent with all relevant legislative, probity and policy requirements.</p>	<p>Procurement decisions and outcomes meet all relevant legislation and policy requirements.</p>
<p>Stakeholder Management</p>	
<ul style="list-style-type: none"> • Collaborate with internal customers; providing ongoing procurement management that enables the attainment of good outcomes. • Work with all key stakeholders to identify and realise demand management opportunities. • Develop and maintain effective working relationships with key external stakeholders. • Develop and maintain strong working relationships with suppliers and ensure a high level of cooperation from them 	<ul style="list-style-type: none"> • Involvement of all required stakeholders in development of procurement projects. • Stakeholder enquiries are handled in a timely and professional manner and seen through to completion. • Opportunities are identified to influence earlier planning of procurement initiatives and collaborative procurement approaches.
<p>Provision of Commercial Advice</p>	
<p>Provision of specialist advice on procurement and contractual issues.</p>	<ul style="list-style-type: none"> • Quality of advice and timely reporting provided.

<p>Provision of management and technical advice and reporting as required.</p>	<ul style="list-style-type: none"> • The customer perspective is understood and considered and all advice is tailored for the circumstances. • Stakeholders seek advice early in the Procurement lifecycle.
<h3>Kaupapa Matua</h3>	
<p>Te Wānanga o Aotearoa has a unique history and operating context. Te Kaupapa Matua o Te Wānanga o Aotearoa tells our history, guides our future and shapes the unique identity of our wānanga. There is therefore an expectation that kaimahi;</p> <ul style="list-style-type: none"> • Actively familiarise themselves with Te Kaupapa Matua o Te Wānanga o Aotearoa and how this shapes and informs our actions. • Uphold Te Wānanga o Aotearoa Values and Te Kaupapa Matua o Te Wānanga o Aotearoa. 	<ul style="list-style-type: none"> • Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa. • Actions of kaimahi are aligned with Te Wānanga Aotearoa values and Te Kaupapa Matua o Te Wānanga o Aotearoa. • Values and Te Kaupapa Matua o Te Wānanga are applied in a manner that protects the mana of Te Wānanga o Aotearoa its vision, mission, and philosophy.
<h3>Kaimahi Experience</h3>	
<ul style="list-style-type: none"> • Encourage and foster a productive environment that benefit all kaimahi. • Effectively utilise technology and automation, when possible, to provide streamlined access to capabilities and insights that positively impact the day-to-day mahi. • Support kaimahi experience and ensure that employees feel connected, empowered, well-informed and have great experiences at mahi. • Stay abreast to current trends and developments to support and nurture kaimahi experience. 	<ul style="list-style-type: none"> • Kaimahi are listened to and valued when communicating
<h3>Health and Safety</h3>	
<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.
<h3>Other Duties</h3>	
<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 pōwhiri, hosting 	<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

visitors, recruitment drives and supporting other kaimahi in their roles

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 employee's manager on an annual basis at performance review.

Person Specification

Qualifications and Experience

Qualifications:

- Tertiary qualification or similar professional qualification in a relevant field (procurement, supply chain or business)
- Chartered Institute of Procurement and Supply (CIPS) qualification or studies associated to achieving CIPS qualifications.

Experience:

- 5 years plus procurement experience, including proven experience running end-to-end tender processes (public sector procurement experience preferred).
- Contract Management experience.
- Broad knowledge of procurement concepts, methodologies and commercial practices.

Āhukatanga Māori:

- Actively engages in cultural activities and has an excellent understanding of āhukatanga 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 āhukatanga Māori and support other kaimahi in the same endeavour
- Actively applies Te Wānanga o Aotearoa values in the workplace

Technical Skills

Are the specialised skills and abilities required for a particular role

- Team player with strong inter-personal relationship skills and the ability to interact effectively with people from a wide range of backgrounds and cultures in a professional and appropriate manner.
- Solution focused, strong problem-solving abilities and willingness to take initiative.
- Excellent verbal and written communication skills
- Strong organisational skills, detail orientation and process driven mind-set
- Ability to manage multiple tasks and ongoing prioritisation of those tasks within complex environments that may have ambiguity.
- Able to understand risks and take appropriate actions/escalation
- Ability to work independently with minimal coaching
- A passion for sustainable and social procurement initiatives.
- Digitally literate – e.g. able to use Office365 and be a quick learner of new software.
- Proficiency with relevant procurement systems and Microsoft Office tools (advanced MS Excel skills desirable).
- Experience with, and understanding of, public sector procurement rules.
- Experience in or understanding of risk management in a procurement and contract management context.

Behavioural Skills and Attributes

Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles

Critical Thinking

Examines issues and ideas and then identifies a variety of assumptions and perspectives, including both for and against, good and bad.

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.

Dependability

Responsible and accountable for actions, is dependable for meeting deadlines and follows through to get things done.

Expertise

Has the underlying knowledge and skills necessary to perform a particular type or level of work activity. Typically reflects career-long experience in the job or occupational area.

Integrity and Honesty

Establishes credibility and trustworthiness through appropriate actions; and is considered consistent; dependable and honest.

Planning

Accurately determines the length and difficulty of tasks and projects; sets clear, realistic and measureable goals; sets priorities and time parameters to accomplish tasks and projects, anticipates road blocks and develops contingencies to redirect tasks so momentum is maintained.

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.

Relationship Management

Proactively develops and maintains effective internal and external relationships to facilitate the achievement of work goals.

Technical Credibility

Uses technical knowledge, expertise and skills to perform effectively within a specific area or function.

Time Management

Uses time effectively and efficiently; concentrates efforts on the most important priorities; and independently handles several tasks at once.