



# Position Description

## Position Details

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<b>Position Title</b>	<b>Procurement &amp; Contracts Officer</b>
<b>Responsible To</b>	Group Manager, Operations & Services
<b>Employment Type</b>	Permanent Full-time
<b>Hours of work</b>	40 hours per week, Monday to Friday
<b>Location</b>	Kawerau

## Position Purpose

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This position is responsible for overseeing the efficient and methodical acquisition of goods and services. This involves closely monitoring contracts, creating clear tendering schedules, maintaining thorough record-keeping, and offering guidance on the most effective procurement methods and contract design.

The role also involves ensuring that procurement and contract management practices are consistently followed throughout KDC, as well as planning, implementing, and evaluating contracts across all areas. Additionally, it involves supporting project managers in integrating and managing projects and contracts effectively.

## Council's Vision

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To create a resilient and sustainable Kawerau District that can meet future needs.

## Internal and External Relationships

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### Internal Relationships

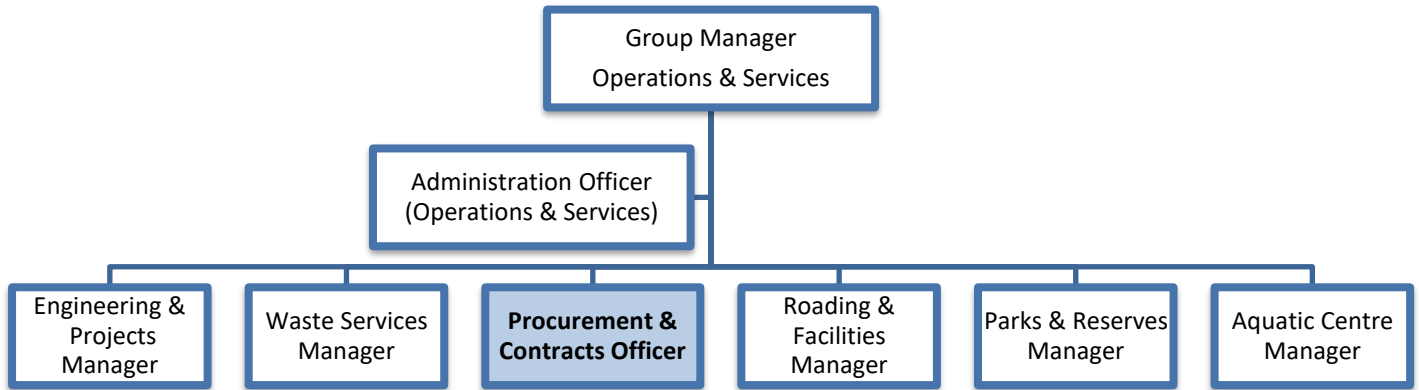
- Group Manager, Operations & Services
- Engineering & Projects Manager
- Roading & Facilities Manager
- Waste Services Manager
- Parks & Reserves Manager
- Other Council Staff

### External Relationships

- Contractors
- Suppliers
- Other Local Authorities
- Central Government departments and agencies

**Kawerau District Council operates a Drug and Alcohol Policy, which includes pre-employment, random, post-accident/incident and reasonable grounds testing**

# Organisation Structure



## Key Responsibilities

Key Accountabilities (Job holder is responsible for)	Key Accountability Measures (Jobholder is successful when)
<b>STRATEGY DEVELOPMENT</b>	
<ul style="list-style-type: none"> <li>Develop and implement procurement and contract management strategies.</li> <li>Identify opportunities for better procurement and implement relevant procurement and contract management practices.</li> <li>Work with the Group Manager, Operations &amp; Services to ensure that the procurement strategies for Kawerau District Council comply with New Zealand laws, standards, and practices.</li> </ul>	<ul style="list-style-type: none"> <li>Procurement and contract management strategies are developed.</li> <li>Procurement and contract management strategies are implemented and are effective.</li> <li>Procurement and contract strategies are aligned with the Procurement Policy.</li> </ul>
<b>PROCUREMENT</b>	
<ul style="list-style-type: none"> <li>Ensure that the Council achieves the best value by leading on specific exercises relating to procuring goods, services, and works.</li> <li>Assist managers by providing guidance on procurement matters, including advising on appropriate procurement processes.</li> <li>Collect and analyse management information to evaluate potential efficiencies and savings through corporate and collaborative contracts.</li> <li>Promote the most efficient means of procurement activity, including developing procurement systems and processes.</li> </ul>	<ul style="list-style-type: none"> <li>Comprehensive tender documentation and scope of work are carefully prepared, using historical procurement data and involving input from internal stakeholders.</li> <li>Tender evaluation is thorough, with all contractual requirements checked and evaluated to meet the Council's tender requirements.</li> <li>Goods, services, and works procured provide the best value for the money spent, considering longevity, quality, and appropriateness to requirements.</li> <li>Savings are achieved by effectively utilising procurement resources and collaborating within Kawerau District Council and as appropriate with other Councils.</li> </ul>

Key Accountabilities (Job holder is responsible for)	Key Accountability Measures (Jobholder is successful when)
<b>CONTRACT MANAGEMENT</b>	
<ul style="list-style-type: none"> <li>• Implement procedures to monitor contracts and ensure contractors meet performance targets set by the Council.</li> <li>• Provide accurate and timely reports to the Group Manager of Operations &amp; Services, detailing procurement and contract performance.</li> <li>• Assist the Group Manager, Operations and Services to ensure contracts are being managed, following established contract management policies and methodologies.</li> <li>• Support contract activities across the broader organisation as required.</li> <li>• Gatekeep and provide support for processing long-term and one-time contract claims.</li> </ul>	<ul style="list-style-type: none"> <li>• Effective contract monitoring processes are identified, documented, and implemented.</li> <li>• Contracts and services are evaluated based on the Council's critical tasks, outcomes, and performance targets.</li> <li>• Timely and accurate reports are delivered to all stakeholders on time.</li> <li>• Assistance is available to plan all project and contract activities across the organisation.</li> <li>• Contracts for general services, including security and building schedule compliance activities, are implemented and managed accurately.</li> <li>• Claims and retentions are processed promptly and accurately.</li> </ul>
<b>RECORD KEEPING</b>	
<ul style="list-style-type: none"> <li>• Work with the Group Manager, Operations, and Services to ensure a transparent register of contracts is kept.</li> <li>• Promote good administration throughout KDC concerning procurement and contract management.</li> <li>• Ensure contracts are kept current and renewed before expiration.</li> </ul>	<ul style="list-style-type: none"> <li>• A register of contracts is kept current, accurate, and accessible.</li> <li>• Contracts are reviewed and renewed proactively.</li> <li>• Claims and retentions are documented promptly and accurately.</li> </ul>
<b>PROJECTS/SUPPORT/ADMINISTRATION</b>	
<ul style="list-style-type: none"> <li>• Benchmarking and implementing best practices from the local government sector by effectively networking and collaborating with neighbouring Councils.</li> <li>• Support the Group Manager, Finance &amp; Corporate Services in delivering responsibilities related to risk management and insurance, internal audit, and fraud.</li> <li>• Immediately bring to the attention of the Group Manager, Operations &amp; Services any areas where monitoring is showing non-compliance.</li> <li>• Monitoring the quality and efficiency of expenditure and funding utilization within specified budgets and timeframes.</li> </ul>	<ul style="list-style-type: none"> <li>• Implement, maintain and review contracts and procurement practices to align with best practices and learnings from neighbouring Councils.</li> <li>• Projects are completed on time, with accurate information, record keeping, and communication with relevant parties.</li> <li>• Resources and budgets are planned in a timely manner, and budgets are properly allocated.</li> <li>• Reports are submitted accurately and promptly to the Group Manager, Operations &amp; Services regarding areas of non-compliance.</li> </ul>

Key Accountabilities (Job holder is responsible for)	Key Accountability Measures (Jobholder is successful when)
<b>HEALTH &amp; SAFETY</b>	
<ul style="list-style-type: none"> <li>• Takes all practicable steps to ensure personal safety and not cause harm to any other person by personal actions.</li> <li>• Demonstrates a personal commitment to Health and Safety in accordance with the Council's Health and Safety Policy.</li> <li>• Actively contributes to a healthy culture of manaakitanga (respect, generosity, and care).</li> </ul>	<ul style="list-style-type: none"> <li>• Hazards are identified and control measures followed.</li> <li>• Work-related accidents, incidents and illnesses are reported.</li> <li>• Emergency procedures are followed.</li> <li>• Safe work practices are demonstrated.</li> </ul>
<b>GENERAL</b>	
<ul style="list-style-type: none"> <li>• Participate in the organization's Personal Performance and Development Programme (PPD).</li> <li>• Participate in the organization's business improvement program.</li> <li>• Participate in Council's Civil Defence response teams.</li> <li>• Carry out any other relevant duties as reasonably required.</li> </ul>	<ul style="list-style-type: none"> <li>• Unbiased and empowering PPDs completed with supervisor and reporting staff.</li> <li>• Consistent attendance at and participation in Team meetings.</li> <li>• Participation in emergency drills and incidents as required.</li> <li>• Participate in Civil Defence training and events.</li> <li>• Willingly accept tasks assigned and meet agreed deadlines.</li> </ul>

## Person Specification

### Technical / Professional Qualifications / Experience

- Minimum 3+ years of experience in procurement and contract management.
- A relevant tertiary qualification in a related field will be an advantage (Strategic Sourcing, CIPS, Procurement, or Supply Chain qualifications).
- Driver's License.

### Knowledge / Skills / Attributes

- Understanding of local government procurement strategies
- Proven ability to manage contracts and small projects across various areas, while considering policy, strategic, and operational needs
- Proven ability to lead and influence a wide range of internal and external stakeholders
- A personal approach that empowers, motivates, and encourages others to excel. This includes recognizing and valuing their contributions and supporting their development.
- Strong written and verbal communication skills and the ability to communicate effectively with diverse groups and individuals.
- Proficiency in computer skills including databases, spreadsheets, word processing, presentation software, MMS software, and Finance and Accounting software (eg SAP/OZONE).