

POSITION DESCRIPTION

Position: STRATEGIC PROCUREMENT ADVISOR - INFRASTRUCTURE

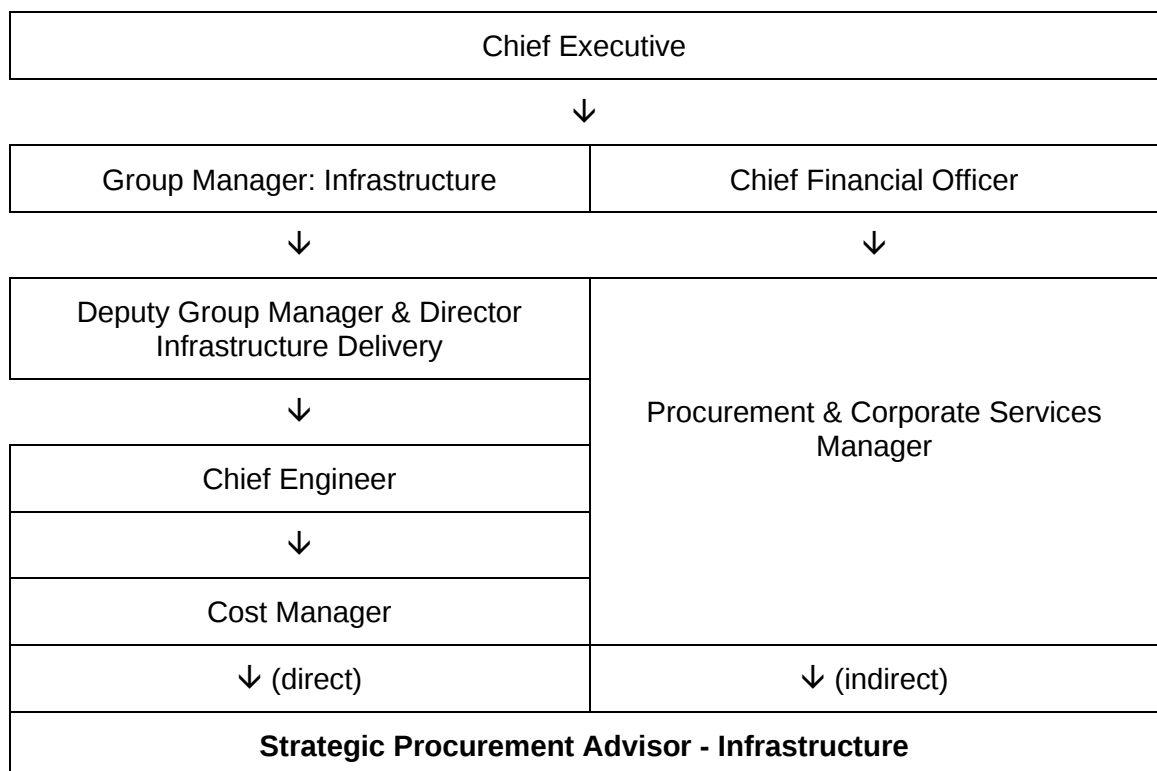
Team: Programme Delivery Office

Group: Infrastructure

Responsible To: Cost Manager

Responsible For: Nil

Organisational Context:



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora
Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki
Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

Procurement within Council

All procurement by or on behalf of Hastings District Council (HDC) is governed by the Procurement Governance Board, Councils' Procurement Buyer's guide and the Procurement Policy which states that all procurement should:

- Meet a justifiable and approved business purpose.
- Provide the best public value over the whole of life of goods, service or asset.
- Be open with effective competition and minimising relationship costs, ongoing operation costs and consequential costs.
- Allow for full and fair opportunity for local suppliers.
- Require sustainably produced goods and services wherever possible, having regard to economic, environmental and social impacts over their life cycle.
- Appropriately manage risk.
- Ensure that Council's purchasing activities are in accordance with its legal responsibilities and the requirements of funding agencies.

Purpose of Position

This role is part of the Infrastructure Group. The Group includes 3 Waters, Transportation, Programme Delivery, Asset Management Business Support and a professional services panel of consultants.

The purpose of this position is to support the Programme Delivery Office in its strategic procurement activities to deliver capital projects with a strong focus on delivering fit for purpose outcomes, and building productive relationships with both internal and external stakeholders by:

- Supporting the Cost Manager, Chief Engineer and Delivery and project/ construction teams to develop and implement best practice procurement strategies that support Council's strategic objectives and maximise Council's realisation of benefits across the infrastructure programme
- Provide strategic procurement guidance and technical expertise to others and being a role model for procurement best practice related to infrastructure delivery
- Develop and maintain healthy, collaborative and effective relationships with Council's business units and suppliers.
- Maintain standards of probity, integrity and independence in all procurement and contract management activities and relationships.
- Working closely and in alignment with the Procurement team who set the direction and overarching policy, principals and guidance at Council.
- Support contract management activities as required.
- Understand and act in alignment with Council's policies, strategies, business plans, processes and procedures
- Employ risk mitigation and management processes for procurement activities, supply contracts and agreements.
- Help to drive continuous improvement of internal competencies in procurement, contract management and supplier relationship management.
- Supporting implementation of projects to support continuous improvement in Council Procurement.
- Alongside technical, delivery and control teams to investigate, analyse and understand local, regional and national suppliers to inform council procurement planning and proposed procurement approaches.

Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
 - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.

- Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
- Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time

Key work areas for which this position will have a responsibility are:

- Fit-for-purpose procurement strategies that improve the delivery of outcomes, successful contract and negotiation outcomes across infrastructure projects.
- Ensuring appropriate forms of contract and levels of insurance are applied to infrastructure procurements, informed by market, risk and council processes and appetite.
- Regarded as a trusted advisor to various stakeholders within HDC, specific to infrastructure projects and procurement/ contracting methods
- Supports HDC in becoming a 'customer of choice with suppliers' and a 'Smart Buyer'

Important Functional Relationships

External

Key Suppliers
HDC Alliance partner
Local and central government agencies and other public entities
Audit NZ / Internal Auditors

Internal

Delivery Office
Procurement and Corporate Services Manager
Procurement and Corporate Services Team Members
Group Managers
Budget and Asset Managers
Finance Team
Strategic Project Management Team
Risk Manager
Legal Services

Committees/Groups

Operations and Monitoring Committee
Risk and Audit Committee

Person Specification

Qualifications

- Relevant tertiary qualification preferable or related business qualifications or comparable relevant experience.
- Training in Project Management (Ideally PMI or PRINCE2 to Practitioner Level), desired but not essential.

Knowledge/Experience

- 5yrs experience in strategic sourcing methodologies, category management, and supplier relationship management for infrastructure procurement
- 5yrs experience in public sector procurement understanding structured procurement planning processes including needs analysis, market analysis, risk assessment and procurement strategy development.
- Familiarity with relevant legislation, standards and regulatory frameworks i.e. Land Transport Management Act, Resource Management Act, Water Services Act.
- Extensive experience and understanding of commercial modules used in infrastructure (e.g. PPPs, alliances, design-build, NZS3910, NZS3916, and NZS3917).
- Experience in RFx documentation including the development of robust evaluation criteria that aligns with project objectives, risk appetite and desired outcomes
- Experience and understanding of how to incorporate risk mitigation strategies and value for money principles
- Understanding of public sector/local government procurement rules and probity requirements and applying these to into in negotiating complex contracts that balance risk, value and performance.
- Knowledge of the application and implications of contract law and other procurement-related legislation.
- Knowledge and understanding of relevant construction related insurances and their impacts on both client and supplier risk with regards to tender tags and contract negotiations.
- Experience in developing and maintaining strong, effective supplier and internal stakeholder relationships.
- Success and achievement in leading and influencing behavioural change within a team.
- Good knowledge of all Microsoft applications.
- Ability to undertake procurement data analysis to determine trends, patterns and opportunities for Council.

Key Personal Competencies

- Excellent verbal and written communication skills.
- Excellent advisory skills.
- Ability to build relationships/trust
- Strong project management skills.

- Strong analytical skills.
- Problem solving skills.

Personal Attributes

- Accurate and competent.
- Honest and helpful personality.
- Well presented.
- Excellent people skills.
- Ability to work under pressure, even tempered and co-operative nature.
- A willingness to become multi skilled and take on extra duties when needed.
- Enjoy dealing with the public in a courteous manner.