

Whakaaturanga Mahi – Job description

Job details	
Job title:	Procurement Advisor – Category Management and Market Intelligence Portfolio
Reports to:	Procurement and Contracts Manager
Direct reports:	Nil
Role:	1.0 FTE
Key relationships:	
<i>Internal:</i>	Executive Leadership Team (ELT), Contact Centre, Housing Advisors most divisions of Enable New Zealand
<i>External:</i>	Suppliers
Location:	Palmerston North

Ko wai mātou – Who we are

Enable New Zealand is the leading supplier of disability equipment, information, advice and modification services in Aotearoa.

Our mission is to support disabled people and their whānau to live everyday lives in their communities. We do this by effectively managing access to equipment and modifications for those living with disability, and their whānau on behalf of Disability Support Services (DSS) | Ministry of Social Development (MSD) and the Accident Compensation Corporation (ACC).

He aha ngā painga ki a mātou – What matters to us most

At Enable New Zealand (Enable), we care about making a difference to disabled people and working together as a team.

He aha te mahi – Role purpose

We are seeking a highly capable and commercially astute Procurement Advisor to support our procurement function with a strong focus on category management, market analysis, and forecasting. This role will play a key part in delivering value through strategic sourcing, data driven insights, and proactive supplier engagement.

The Procurement Advisor supports the organisations purchasing activities, ensuring cost effective, quality, and compliant acquisition of goods and services. The role contributes to the development and implementation of best practice procurement policies and processes. The advisor fosters effective internal and external relationships to enhance outcomes and secure quality service and product offerings.

Additionally, the role will be responsible for a portfolio and will lead the development and management of contract documentation or product and service category offering/maintenance.

Ngā mahi haepapa – Role responsibilities

Key objectives	Responsibilities
Procurement Advice	<ul style="list-style-type: none"> • Provide procurement, contractual, commercial advice to business groups as required for internal procurement processes. • Procurement processes: i.e. develop documentation and manage end to end procurement process for business groups. • Complete RFx documentation, including managing release of documents to the markets, managing responses, chairing evaluation panels and drafting evaluation reports for recommendation. • Delivery of negotiations of robust contractual arrangements that meet stakeholder needs, whilst supporting the New Zealand Government Procurement Rules (NZGP) framework. • Manage, document and escalate all risk to affected business units and stakeholders. • Communicate and keep informed of all processes to Procurement & Contracts Manager. • Support Procurement & Contracts Manager with complex procurement processes. • Provide relevant advice on procurement steps and process. • Assist the team with the implementation of the procurement strategies and with implementing policies, processes, and procedures that support the strategy.
Administration Support	<ul style="list-style-type: none"> • Government Electronic Tendering System (GETS) responsibilities for releasing updating and managing tender documents. • Creation of regular procurement reporting. • Support the development of and maintain procurement templates and procurement webpages. • Support procurement team meetings.
Relationship Management	<ul style="list-style-type: none"> • Work closely with operational teams, finance, and other Enable teams to ensure procurement strategies are well integrated and deliver measurable outcomes. • Support change management and communication efforts related to procurement process improvements and supplier transitions. • Act as a trusted advisor to internal teams, helping them navigate procurement policies and make informed purchasing decisions.

Category Management	<ul style="list-style-type: none"> • Develop and implement category strategies that consider the total cost of ownership, supplier performance, and long term value. • Build deep market knowledge for assigned categories, including supplier capabilities, cost drivers, innovation trends, and risk factors. • Collaborate with internal stakeholders to understand business needs and identify opportunities to improve product offerings and reduce costs over time. • Ensure procurement activities align with funder requirements, contractual obligations, and service delivery expectations. • Lead supplier reviews and performance evaluations to ensure continuous improvement and compliance.
Market Analysis & Forecasting	<ul style="list-style-type: none"> • Use Power BI and other analytical tools to extract, transform, and visualise procurement data to support decision making. • Conduct market research and benchmarking to inform sourcing strategies and identify emerging risks or opportunities. • Develop and maintain forecasting models to anticipate demand, budget impacts, and supplier capacity constraints. • Provide insights and reporting to senior leadership on category performance, savings opportunities, and market trends.
Health, Safety, and Wellbeing (HSW) Apply HSW knowledge and skills to all work practices to ensure compliance with the Health and Safety at Work Act 2015 and any subsequent amendments or replacement legislation	<ul style="list-style-type: none"> • Is familiar with all policies and procedures as they affect the work environment. • Ensure that safe working procedures are practised, and no person is endangered through action or inaction. • Is aware of and can identify hazards and take action, accordingly, including preventing or minimising the adverse effects of hazards. • Ensure that all incidents, including near misses, are reported within the required timeframe using Enable New Zealand's incident reporting system. Actively participate in Enable New Zealand's health and safety programmes, through input into meetings and feedback through committee structures.
Te Tiriti o Waitangi – Treaty of Waitangi and Equity	<ul style="list-style-type: none"> • Apply knowledge of Te Tiriti o Waitangi and its application in Health to all work practices. Attend appropriate Te Tiriti o Waitangi education sessions.

Ngā āheitanga matua – Key Competencies

Competencies are the skills, knowledge, and attributes required to be fully competent in this position. There will be a programme available for appointees to meet competencies where a need for continued development is identified. For the purposes of selection, essential competencies have been identified, and decisions will be made based on the ability of applicants to meet these:

Qualifications and Experience

Essential

- Experience within a commercial or procurement environment.
- Capability to run end to end procurement RFX, including holding 'briefings' and information sessions.
- Proven experience in category management, strategic sourcing, or procurement advisory roles.
- Strong analytical skills with hands on experience using Power BI or similar tools for data visualisation and reporting.
- Demonstrated ability to interpret market dynamics and translate them into actionable procurement strategies.
- Excellent communication and stakeholder engagement skills.

Desirable

- Tertiary qualification.
- A CIPS qualification or actively working towards this
- Knowledge of public sector procurement frameworks and funder driven service models is highly desirable.

Skills and Attributes

Essential:

- Self motivated with a high degree of initiative.
- Power BI proficiency.
- End to end RFX procurement experience.
- Excellent written and oral communication skills.
- Ability to produce precise work, with care and accurate detail, to tight deadlines.
- Able to influence others.
- Strong relationship management skills.
- Knowledge and practical experience in the provision of business advice to stakeholders.
- Skilled in the Microsoft Office suite, including Word, Excel, Outlook, and PowerPoint.

Desirable:

- Excellent presentation preparation and facilitation skills.

Physical Attributes

Under the Human Rights Act 1993 discrimination based on disability is unlawful. Enable New Zealand Limited will make all reasonable efforts to provide a safe and healthy workplace for all, including persons with disability.

Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfil these physical requirements, enquiry should be made whether it would be possible to accommodate a particular issue by obtaining advice from the appropriate people leader.