

Whakaaturanga Mahi – Job description

Job details	
Job title:	Procurement Advisor – Contract Management 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
<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

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.

Ngā mahi haepapa – Role responsibilities

Key objectives	Responsibilities
Procurement and Contract Advice	<ul style="list-style-type: none"> • Provide sound procurement, contractual and commercial advice to business groups. • Lead procurement processes including documentation development and end to end management. • Prepare and manage RFx documentation, including release to markets, response management and evaluation reporting. • Negotiate robust contractual arrangements that align with funder needs, and NZGPR framework. • Identity, document and escalate procurement related risk to the Procurement and Contracts Manager • Communicate and keep informed procurement progress to the Procurement & Contracts Manager. • Support the Procurement & Contracts Manager with complex procurement processes as required. • Advise on procurement steps, processes and compliance requirements. • Assist in implementing procurement strategies, policies, and procedures.
Administration Support	<ul style="list-style-type: none"> • Support GETS usage for RFx processes • Generate regular procurement reports to support transparency and decision making. • Provide administrative support for procurement team meeting and activities.
Relationship Management	<ul style="list-style-type: none"> • Build effective working relationships with the Enable team to facilitate knowledge sharing and capability uplift across the organisation. • Establish and maintain strong partnerships with internal and external stakeholders to promote best practice procurement and contract management.
Portfolio Management – contract management	<ul style="list-style-type: none"> • Ensures all contracting activity aligns with All of Government (AoG) contracting best practice • Ensures tender documentation has appropriate terms and conditions to extract value • Coordinates and streamlines procurement processes and procedures for contract management • Continuously looks to improve process and contract details and processes to enhance value for Enable and its funders • Develops systems and processes to support contract compliance, contract renewal, contract approval and contract reporting • Conduct quarterly supplier meeting that are data driven through KPI compliance

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.
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- Capability to run end to end procurement RFx, including holding 'briefings' and information sessions.
- Experience in, or sound understanding of risk management in a procurement context.
- All of Government and NZGP Rules knowledge.
- Experience in analysing procurement issues, evaluating options and reporting on them.

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.
- 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.