

ENVIRONMENT SOUTHLAND

Procurement and Contract Management Business Partner

Role description

About us

Our mission

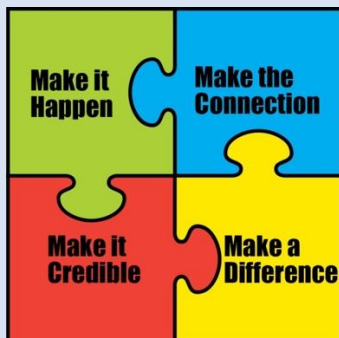
Working with the community to enhance Southland's environment.

Our vision:

A thriving Southland (Te taurikura o Murihiku)

Our values:

Here at ES, we -



Role purpose

The **Procurement and Contract Management Business Partner** provides leadership on procurement and contract management matters and provides guidance and advice to all budget managers and staff.

Emphasis is on:

- Ensuring Council has robust procurement and contract management systems and processes, and that they are being applied appropriately.
- Ensuring budget holders and other Council staff understand what is expected of them when leading a procurement and/or managing contracts and are able to meet those expectations.
- Being a trusted and influential source of professional advice to the organisation.

About your role

Grade: 18

Pathway: T5

Group/Division: Corporate Services / Finance, Property & Procurement Team

Reports to: Chief Financial Officer

Who you will be working with

Direct reports:

- Nil

Indirect reports:

- Nil

Key relationships

External:

- Council counterparts locally and nationally
- All-of-Government procurement advisers
- 3rd party funders, such as Kanoa or other central government agencies

Internal:

- Chief Executive and General Managers
- Budget holders
- Project managers
- Contract managers
- Finance team
- IT team
- Other staff at Environment Southland

Delegations

In line with the Environment Southland Delegations Manual

Your leadership profile – Principal / Business Partner

*Your crucial challenge as a **Business Partner** is for you to lift your communication and influencing skills, while getting comfortable with making decisions in the face of complexity and ambiguity. To be an effective **Business Partner**:*

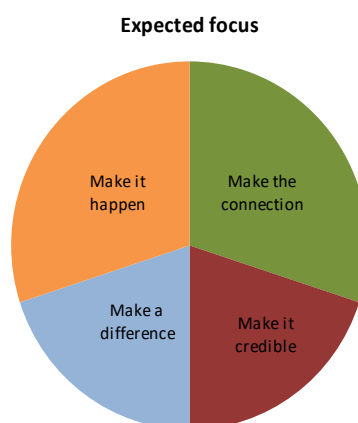
Make the Connection – Empower people by enabling them to take responsibility and collaborate. Understand and meet customer needs.

Make it Happen – Set clear expectations, mentor, maintain oversight, hold people to account, and prioritise your time more deliberately (stepping back from the detail).

Make a Difference – Align your work with our organisational strategy, help people to understand our vision, and remember to seek information, ideas, and alternative perspectives from others.

Make it Credible – Take a more deliberate approach to influencing others, navigating politics, and projecting yourself as a confident leader.

While all elements of the Environment Southland Leadership Competency Framework are important, as a **Business Partner**, you will have a stronger focus on Make it Happen and Make the Connection.



Your accountabilities

Procurement and Contract Management	<ul style="list-style-type: none"> • Ensure Council's procurement and contract management policies, guidance, and tools are kept up to date and fit for purpose • Provide advice and guidance to budget holders on good practice procurement, tailored to the relevant situation, and supporting them through the entire procurement cycle • Provide advice and guidance on good practice contract management • Proactively review existing and upcoming capital and operating contracts (including suppliers, contractors, consultants etc) and identify opportunities to reduce costs or achieve benefits, by strategic sourcing or putting in place more suitable contract terms without compromising (and wherever possible improving) on the products and services provided. Work with the relevant budget holder to implement those opportunities.
Education, Communication and Reporting	<ul style="list-style-type: none"> • Actively promote good practice procurement and contract management to raise awareness throughout all levels of the organisation, including: <ul style="list-style-type: none"> ○ ensuring all new budget holders receive an appropriate induction; and ○ developing and implementing awareness building activities or targeted training across the organisation • Undertake timely and accurate reporting to Executive, Council and others as required.
Systems integration	<ul style="list-style-type: none"> • Work with relevant managers (e.g. finance, IT) to ensure that information on Council's procurement and contracts is stored appropriately, and able to be used to inform other activities, including contract or supplier payments.
Strategy and vision	<ul style="list-style-type: none"> • Support the implementation and delivery of Council's strategy
Project management	<ul style="list-style-type: none"> • Support and participate in projects which may be financial, transformational, strategic and/or leadership focused. • Monitor progress against commitments and report regularly to manager. • Application in line with Council's corporate project management systems and processes.
Finance (budgets)	<ul style="list-style-type: none"> • Consider expenditure in terms of cost and effective use of resources. • Approve operational expenditure (within delegated authority).
Continuous improvement	<ul style="list-style-type: none"> • Continually monitor, promote and implement opportunities to improve service delivery and business process. • Show flexibility, adaptability and a willingness to change and are open to feedback as an opportunity to improve. • Support manager to ensure the effective and efficient delivery of team operational activities that meet and/or exceed performance objectives.
Stakeholder relationships / customer service	<ul style="list-style-type: none"> • Develop strong and effective relationships with internal and external stakeholders. • Through strong relationships and influence, support organisational change to new ways of working. • Promote a 'customer first' culture by identifying and giving priority to meet the needs of the customer. • Understand situations from the customer's perspective. • Effectively balances the conflicting demands of various customers.
Other duties	<ul style="list-style-type: none"> • Any other duties as may be required from time to time.

Your health, safety and wellbeing

- Provide visible leadership i.e. Walk the Talk on:
 - How to work safely and take responsibility for keeping self, colleagues, contractors and customers free from harm
 - Report all incidents, near-misses, hazards and accidents promptly
 - Know what to do in the event of an emergency
- Assist manager and health, safety and wellbeing representative with carrying out investigations following reported incidents.
- Participate in safety and wellbeing initiative and programmes as required.
- Attend required health and safety training and induction sessions.

Working with Māori

Working at Environment Southland requires all of our staff to uphold the council's Te Tiriti o Waitangi responsibilities as part of their day-to-day role. This might be through the appropriate delivery of functions through various legislation where Te Tiriti o Waitangi or partnering with mana whenua is required or upholding the commitments that our elected councillors have made to Ngāi Tahu ki Murihiku through the Charter of Understanding. Many of our established workstreams and programmes are delivered in partnership with the four papatipu rūnanga of Ngāi Tahu which hold mana whenua in Murihiku Southland.

This will regularly require:

- Understanding and delivery on Te Tiriti o Waitangi obligations for Environment Southland that are identified for your role
- Ensuring partnership and engagement practices are planned for, and suitable to the relationship with Ngāi Tahu ki Murihiku
- Undertaking regular learning and development for the role to support competency in delivering on Te Tiriti o Waitangi responsibilities, as directed

Your civil defence and emergency response responsibilities

All staff of Environment Southland may be required to undertake Civil Defence or Biosecurity duties in the event of an emergency. Training will be given as appropriate.

- Fulfil allocated Civil Defence and emergency response roles, as assigned.
- Manage or assist with other emergency responses that are required.
- Participate in Civil Defence and emergency response initiatives and programmes as required.

Confidentiality, privacy and recordkeeping

All staff of Environment Southland are required to collect, retain, and maintain sensitive, confidential and personal information. Training will be given as appropriate to:

- Manage all information with care and respect in accordance with the Public Records Act 2005, Privacy Act 2020, Local Government Official Information and Meetings Act 1987 and all other relevant Local Government legislation.
- Retain information, regardless of format, e.g. records and data in official organisational systems.

- Ensure no sensitive, confidential, or personal information is inappropriately shared internally or externally without the appropriate approval.
- Report a privacy breach to the organisational Privacy Officer if a situation should occur.

Your experience, knowledge and qualifications

Knowledge/Experience

- Demonstrated knowledge to fulfill requirements of the key accountabilities specified for this position.
- At least 5 years procurement experience, ideally in local government or another like sized organisation
- Qualification at degree level in business administration, finance, commerce or a related field
- Excellent communication, influencing and negotiation skills
- A passion for continuous improvement and inquisitive mindset
- Advanced Microsoft office capability, particularly Word and Excel. Power BI would be a bonus
- Highly accurate and keen eye for detail.
- Full current driver's license (and the ability to drive a manual vehicle)

Attributes

- Ability to inspire, motivate, guide and coach teams from engagement to development.
- Honesty, integrity and commitment to preserving confidentiality, i.e. can be trusted with confidential information.
- Ability to exercise sound judgment and initiative.
- Committed to understanding and delivering on Te Tiriti o Waitangi matters on behalf of Environment Southland, specific to Murihiku context.
- Interest to develop further capability, in te reo me ona tikanga Māori
- Excellent communication and customer service skills with the ability to interact with Councillors and staff at all levels within the organization.
- Able to work effectively as part of a team, but without close supervision.

Performance Review

We have a Professional Development Programme (PDP) that is the basis for performance assessment at all levels of the organisation. There is at least one formal meeting, annually, between the team member and their people leader, along with a six-month review and regular monthly catch-ups.

Acknowledgement

I _____ have received a copy of the job description and have read and understand the duties and responsibilities and key relationships described therein.

Signature _____

Date _____