

## JOB DESCRIPTION

<b>Job Title</b>	Procurement, Fleet & Facilities Coordinator
<b>Position Status</b>	Fixed-Term
<b>Business Unit &amp; Team</b>	Corporate Services
<b>Reports to</b>	Manager Business Support
<b>Direct Reports</b>	None
<b>Base Location</b>	Mangawhai or Dargaville
<b>Salary Grade</b>	Grade 11
<b>Delegations</b>	None

## ABOUT KAIPARA

*Kaipara te Orangahui. Two oceans, two harbours.*

Kaipara district extends from coast to coast, to the Waipoua Forest in the north and Pouto Peninsula in the south. It includes iconic beaches, kauri forests, rich farmland and rugged landscapes. People come from all over to experience this special part of the world, and we are privileged to play an important part in making Kaipara the place to be.

Our team is committed to Kaipara communities. We deliver essential services including roads, water, waste services, recreational facilities, libraries and regulatory services. Council staff engage our communities to contribute to key projects and plans, and support them to achieve their own. We love what we do, and have a real passion for our people and our place.

At Kaipara District Council, we know there are some important ingredients to develop a strong and supportive culture for our people to thrive, these are our values - mahi tahi (team work), mahia te mahi (make it happen), mana (integrity), whakaute (respect), and pono (trustworthy). These values guide how we work together as a team and alongside our diverse communities.

## ROLE PURPOSE

The Procurement, Fleet & Facilities Coordinator supports the organisational procurement framework, policy and procedures, manages the KDC vehicle fleet, and coordinates facility maintenance for KDC office premises.



**Whakaute**  
RESPECT



**Mahia te mahi**  
MAKE IT HAPPEN



**Mahi tahi**  
TEAM WORK



**Pono**  
TRUSTWORTHY



**Mana**  
INTEGRITY

## KEY RESPONSIBILITIES

<b>Coordinate KDC vehicle fleet</b>	<ul style="list-style-type: none"> <li>• Liaise, purchase &amp; dispose of all fleet vehicles, ensuring that vehicles are delivered to staff with any special requirements.</li> <li>• Administer scheduled and reactive maintenance on all fleet vehicles and liaise bookings with dedicated vehicle drivers.</li> <li>• Administer fuel cards.</li> <li>• Process fleet vehicle insurance claims and repair processes.</li> <li>• Fleet administration including reporting through SmartTrak.</li> <li>• In conjunction with the Team Manager Health &amp; Safety, administer Smartrak and improve processes around fleet management.</li> <li>• Recommend vehicle policy enhancements as required.</li> </ul>
<b>Contract administration – Fleet</b>	<ul style="list-style-type: none"> <li>• Maintain contract databases and files.</li> <li>• Identify any discrepancies in contract payments.</li> </ul>
<b>Facility Maintenance</b>	<ul style="list-style-type: none"> <li>• Coordinate scheduled, planned and reactive maintenance and attend to service calls for the Dargaville and Mangawhai corporate offices.</li> <li>• Maintain relationships with current and new contractors and ensure purchase orders are raised and receipted promptly for service provider invoices.</li> <li>• Provide swipe access and induct new staff to our offices, fleet &amp; procurement policies and processes.</li> </ul>
<b>Coordinate Procurement Processes</b>	<ul style="list-style-type: none"> <li>• Assists departments with development of procurement plans, tender documents, and evaluation processes for contracts between \$50,000 and \$100,000 in value, in line with the Procurement Policy.</li> <li>• Maintain records and report on procurement activity.</li> <li>• Admin for GETS and Tenderlink (procurement portals for government organisations)</li> <li>• Provide procurement assistance to managers undertaking procurement processes.</li> <li>• Administer the issuing and delivery of new service provider contracts and ongoing relationship management for the corporate offices relating to Facility Management.</li> </ul>



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## KDC CORE RESPONSIBILITIES

<b>Health, Safety &amp; Wellbeing</b>	<ul style="list-style-type: none"> <li>• Take care of your own health, safety and wellbeing and that of others affected by your work.</li> <li>• Ensure prompt reporting of all Health and Safety hazards or incidents.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Participate in monthly and yearly roadmap planning and chats with your manager.</li> <li>• Actively participate in professional development initiatives to keep up to date in your area of expertise and to continuously develop skills and capabilities.</li> <li>• Complete annual mandatory learning.</li> </ul>
<b>Other Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide CORE customer experience (connected, open, reliable and easy)</li> <li>• Champion our values</li> <li>• Adhere to our ways of working (WoW)</li> <li>• Observe KDC policies, procedures and guidelines.</li> <li>• Contribute to continuous improvement by identifying systems, processes or documents to improve and making changes to keep up with legislation, trends or best practice.</li> <li>• Maintain records in compliance with the Public Records Act 2005</li> <li>• Be involved in the readiness for emergencies by attending relevant Civil Defence Emergency Management training as required.</li> <li>• Participate in any required Civil Defence exercises to ensure that essential services are maintained during emergencies.</li> <li>• Other tasks and/or projects as assigned.</li> </ul>



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## COMPETENCIES

### Leader of Self

- Work Together
- Deliver Results
- Champion Innovation
- Provide Customer Experience Excellence
- Make Informed Decisions
- Communicate Clearly

## SUCCESS PROFILE

### Qualifications & Experience

- Experience in a procurement and/or fleet related role, preferably in a local government context.
- Experience developing and updating business processes.

### Role Specific Skills & Attributes

- Ability to influence people to follow correct procedures.
- Strong attention to detail.
- Proficient in use of Microsoft applications Word, Excel and Outlook
- Ability to build and maintain positive and constructive relationships.
- Attention to detail and accuracy

### Other Role Requirements

This role requires:

- regular travel across the Kaipara region
- a full NZ Driver Licence
- occasional work after hours for vehicle returns and building maintenance issues.



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