



Position Description – Head of Procurement

This position reports to: Chief Financial Officer

Career Level: 23

Position purpose:

As a senior member of the Finance Team the Head of Procurement is responsible for leading the strategic planning, development, and execution of the Council's procurement activities across all areas, ensuring that all purchasing decisions align with Council's goals, values, and legislative requirements. This role provides leadership to the procurement team and oversees the efficient and effective delivery of procurement strategies that support the long-term operational needs of the district is focused on both high-level strategic and operational excellence. This role is responsible and accountable for:

- Designing, implementing and managing procurement policies and procedures that are fit for purpose for the different size and needs of Council's procurement activities.
- Lead the collaboration with key stakeholders contribute to the development of strategies, frameworks and tools that contribute to effective procurement decisions being made across Council.
- Ensure the systems and tools used to undertake procurement activity are effective, efficient, practical and compliant.
- Partnering with internal customers to support their procurement activity, ensuring procurement practices are appropriate, compliant, and are aligned with good practice.
- Leading central procurement activity for goods and services that support the Council as a whole.

The functional areas of responsibility include;

Policies, frameworks, tools, & processes

- Responsible for continuous improvement of processes and systems in relation to all aspects of the Procurement Function including but not limited to: supplier management; contract negotiation and administration; procurement planning; sourcing strategies; vendor performance management; risk management; cost control; compliance with procurement policies; and continuous improvement initiatives (including streamlining workflows, enhancing customer experience, and improving social and environmental outcomes).
- Supported by a Contracts Administrator, work with the Legal Team, Insurers, Engineer to Contract, Project Managers and other key stakeholders to ensure Council has current and fit for purpose suite of contracts accessible in a central repository
- Take responsibility for managing procurement-related risks, including financial, legal, and reputational risks. Ensure that procurement decisions are made within budget constraints and deliver value for money.
- Ensure delegations are current and fit for purpose with procurement activity and the nature of our work.
- Create a knowledge hub and professional development framework to grow procurement expertise.

Quality, compliance, & probity

- Regularly review the supplier portfolio performance, providing insights to leaders of procurement activity, key contract managers, engineer to contract and decision makers.
- Review the span of our supply portfolio looking across the supply chain to ensure Council is getting value for money, optimising costs, maximising buying power and forming feedback to providers.

Be a good human

Be brave – think differently

Better together

Make it happen for Selwyn



- Undertake periodic assurance activity as required to ensure the frameworks maintain the integrity of the Policies it supports and any risks (project, financial, reputation etc) are being effectively addressed.
- Maintain records of probity and response to requests for information.

Leadership and Strategy

- Lead and manage the Procurement team, providing visible, values-based leadership to ensure that procurement practices are consistent with Council's priorities and the Long-Term Plan. Promote a culture of continuous improvement to meet changing needs and deliver value for money.
- Contribute to the overall leadership and culture of the organisation. Provide coaching, mentoring, and development opportunities for procurement staff to enhance their skills and performance.

Central procurement

- Lead the central procurement activity for goods and services that support the Council.
- Lead the programme to reduce the Council's fleet carbon footprint.
- Oversee the management of contracts and supplier performance, ensuring that all agreements are executed effectively and deliver on agreed terms. Take the lead in resolving disputes or issues that arise during contract execution.
- Focus on strong customer care, ensuring that procurement decisions focus on delivering high-quality outcomes and maintaining high levels of satisfaction within the Council and the community.

Deliverables

Strategy & Planning

- Drive the strategy of the of the Council to be aspirational and focused on high standards of service which reflect the demographics (as appropriate to role)
- Deliver an annual plan, budget and (where appropriate) capital budget on time and in alignment with strategy and overall business plans
- Contribute strategic and detailed information to the development of Council's LTP
- Provide functional input into the strategies and plans of other functions
- Monitor the activities and plans of other business units for relevance and impact to own business unit – plan and act accordingly
- Achieve and maintain a high level of understanding of Selwyn District initiatives, developments, trends and issues
- Manage commercial risk through careful planning and sound judgement
- Provide expert evidence-based advice and direction to governance and leadership on matters relating to designated area(s)

Leadership and Management

- Set performance objectives with all staff which are aligned with the strategy and goals of the organisation and team
- Review staff performance and development, providing regular feedback and coaching. Remedy performance discrepancies
- Recruit capable people who are a fit with the culture and values
- Ensure that staff are sufficiently trained and adequately resourced to complete their work
- Ensure a high level of achievement of plans and KPIs within business unit
- Manage and control operating expenses and take prompt action to remedy negative budget variances
- Develop and maintain a high level of digital literacy within the team
- Optimise the use of technology within service area
- Evaluate programmes in functional area, ensuring continuous improvement with the customer at the core
- Balance prudent expenditure whilst also ensuring fit for purpose activities and programmes

- Culture**
- Develop a motivated, positive, empowered, psychologically safe, continuously developing team
 - Achieve year on year improvements in staff engagement
 - Role model and ensure full commitment to Council's safety culture
 - Be seen by all direct reports as fair and honest with high standards
 - Operate an effective two-way communication channel and feedback loop – keep people in the know, positively
 - Be seen as a visible and positively influential leader throughout the organisation (as appropriate to role)

- Reporting & Compliance**
- Prepare timely and informative monthly reports (and other reports as required)
 - Maintain currency of knowledge regarding relevant legislation, LG protocols, policies and procedures and ensure compliance by self and others
 - Routinely capture data that informs future service planning and delivery by team/organisation
 - Attend and be prepared for all management and council meetings

- Relationships & Representation**
- Achieve productive and positive internal relationships across the organisation
 - Represent the Council carefully and positively in the media (as required for role), in-line with media policy and training
 - Engage proactively and constructively with Council, Councillors and community boards (as required for role)
 - Provide an appropriate level of positive visibility in the community
 - Represent the team/unit/group positively and proactively

- Requirements for all staff**
- Selwyn District Council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partner to deliver on our obligations under Te Tiriti o Waitangi.
 - Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported using Vault.
 - Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager.
 - Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies.
 - Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Selwyn District Council policies and processes.

- Emergency Management requirements for all Council Staff**
- Selwyn District Council has a legislative responsibility to respond to an adverse event occurring within our communities. As such, any staff member may be required to assist the Emergency Management Team respond to such an event. Family circumstances and BAU roles will be taken into account. Required assistance may include:
- Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event.
 - Respond to civil defence emergencies or adverse events wherever possible and if it is safe to do so.
 - Participate in any required Civil Defence exercises to ensure that essential services are maintained.

Authorities

- Authorised to commit the Council to a course of action by signing external correspondence within approved delegation levels. For courses of action which will exceed the delegation levels, this must be done in conjunction with your manager.
- Comply with all other relevant sections of the Delegations and Policies manuals and their amendments.

Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> • 10 + years' experience in similar role • Proven experience implementing procurement frameworks • Experience in leading or supporting procurement activity of both modest and significant value • Proven experience in developing effective and productive partnerships • Experience designing and implementing a breadth of procurement strategies, policies, and frameworks to meet desired outcomes • Strong and demonstrated ability to build lasting relationships with key stakeholders • Excellent organisational, time management and project management skills, including the ability to work efficiently on numerous tasks simultaneously and to adapt to changing circumstances, at times under time pressure • Ability to navigate ambiguity and adapt to changing circumstances • Broad range of procurement experience 	<ul style="list-style-type: none"> • Project management experience • Contract management experience • Infrastructure or building industry experience • Solid understanding of the government rules of sourcing and principles of procurement • Experience working with co-funders • Experience integrating sustainability, cultural and or social procurement outcomes into procurement practices

Key relationships

External	Internal	Committees/groups
Te Taumutu Rūnanga	Chief Executive	Committees of Council
Te Ngāi Tūāhuriri Rūnanga	Executive Leadership Team	Business organisations and networks
Council customers	Council staff	Special interest groups and committees
Selwyn residents	Mayor	
External suppliers	Elected Councillors	
Government Agencies (incl Waka Kotahi)		

Leader of leader competencies



Eats problems for breakfast. Confidently tackles difficult problems including those which involve more than just their own team. Generates suitable solutions when no clear guidance exists.



Does Change Well. Introduces significant and modernising changes. Steadfast, and skilled at bringing people on the journey.



Builds Togetherness. Effectively works with people and teams across Council. Skilful at building useful relationships. Proactively supports the principles of Te Tiriti o Waitangi.



Rocks the messaging. Communicates effectively to generate interest in complex topics. Able to respond effectively to challenges and tough questions.



Tackles the tough stuff. Acts with the organisation's best interests at heart, even where it means making unpopular decisions or raising difficult topics.



Delivers the goods. Effectively deals with issues which could hamper progress. Maintains a clear line of sight to strategy.



Brings out the best. Empowers people to become better leaders through developing their thinking skills and providing opportunities. Role models self-development.



Sets the tone. Creates a values-driven team. Demonstrates positivity in the face of challenges.

Education, Qualifications, Memberships

Essential	Desirable
<ul style="list-style-type: none"> Bachelor's Degree in supply chain management or relevant field or equivalent relevant experience 	<ul style="list-style-type: none"> Professional membership such as CIPS

The information contained in this position description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time, it may be necessary to consider changes to the position description in response to the changing nature of our work environment.