

# ENVIRONMENT SOUTHLAND

## Procurement & Contracts Coordinator

(Part time, Fixed term)

### Role description

### About us

#### Our mission

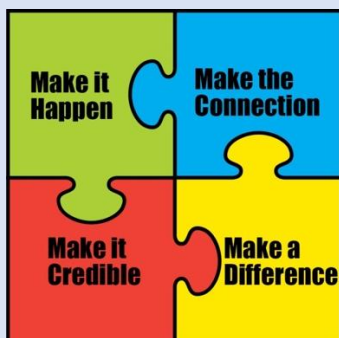
Working with the community to enhance Southland's environment.

#### Our vision:

A thriving Southland (Te taurikura o Murihiku)

#### Our values:

Here at Environment Southland, we -



### Role purpose

The **Procurement & Contracts Coordinator** contributes to the overall performance of the **Procurement & Contract Management Team** by assisting with the delivery and coordination of existing and new contracts. Supports the standards, efficiency, and effectiveness of Environment Southland's Procurement and Contract Management activities.

Emphasis is on:

- Co-ordinating Councils Procurement and Contract Management systems and processes.
- Being a guardian of the Contracts Database to ensure the effective input, improvement and maintenance of high-quality system data relating to Councils suppliers and Contracts.
- Providing support for Council's Procurement activities, including tender management, reporting and contract reviews
- Ensuring budget holders and other Council staff understand what is expected of them when involved in procurement and/or managing contract management activities and can meet those expectations.

## About your role

**Grade:** 12

**Pathway:** S5

**Group/Division:** Corporate Services / Procurement & Contract Management

**Reports to:** Procurement and Contracts Management Business Partner

### Who you will be working with

#### Direct reports:

- Nil

#### Indirect reports:

- Nil

### Key relationships

#### External:

- Consultants and advisors
- Contractors
- Professional colleagues and associations

#### Internal:

- Budget holders
- Project Manager
- Contract Managers
- Other staff at Environment Southland

### Delegations

In line with the Environment Southland Delegations Manual

## Your leadership profile – Individual Contributor

*Your crucial challenge as an Individual Contributor is to find a way to add value while working effectively with others.*

*To be an effective **Individual contributor**, aim to:*

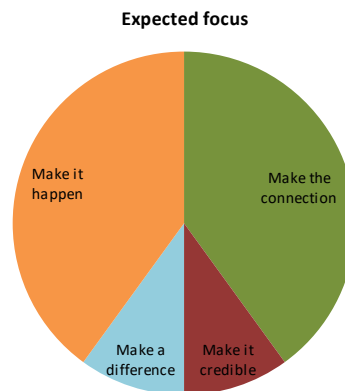
**Make it Happen** – Show initiative, take accountability and deliver high-quality work on time.

**Make the Connection** – Focus on meeting your customers' needs and work collaboratively as part of your team.

**Make it Credible** – Communicate clearly, show integrity, and focus on building your professional skills.

**Make a Difference** – Show curiosity, make thoughtful and evidence-based decisions, and aim to understand the wider context for your work.

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



## Your accountabilities

<b>Data Management and Reporting</b>	<ul style="list-style-type: none"> <li>• Being the guardian of procurement data held within the Contracts Register by ensuring the effective input, improvement and maintenance of high-quality system data relating to Council's supplier and Contracts.</li> <li>• Reviewing contract requests and ensuring all information has been provided and is consistent with the Procurement Policy and procedures.</li> <li>• Maintain contract and procurement systems, databases, and performance tracking where required.</li> </ul>
<b>Procurement</b>	<ul style="list-style-type: none"> <li>• For low-risk contracts – coordinate tender processes and contract renewals, from initiation to contract award in line with Councils Procurement Policy and Delegations Manual</li> </ul>
<b>Providing Administrative Support</b>	<ul style="list-style-type: none"> <li>• Assist with planning and administration of high cost, high risk tenders, new contracts and contract renewals</li> <li>• Provide day-to-day co-ordination support to teams managing contracts.</li> <li>• Co-ordinate meetings, training sessions, and resources relating to contracts and procurement.</li> <li>• Ownership of the Procurement generic email account and ensuring timely responses to general queries.</li> <li>• Manage and maintain contract documentation in accordance with governance requirements.</li> <li>• Leading the data cleansing and transferring contracts to the new FMIS database</li> </ul>
<b>Stakeholder Engagement</b>	<ul style="list-style-type: none"> <li>• Developing and maintaining healthy, collaborative and effective relationships with Council business units.</li> <li>• Provide procurement support to stakeholders as required.</li> </ul>
<b>Policy</b>	<ul style="list-style-type: none"> <li>• Support delivery of Council's Procurement Policy and processes</li> </ul>
<b>Project management</b>	<ul style="list-style-type: none"> <li>• Participate in projects which may be financial, transformational, strategic and/or leadership focused from time to time</li> <li>• Application in line with Council's corporate project management systems and processes.</li> </ul>
<b>Contractor and Supplier Support</b>	<ul style="list-style-type: none"> <li>• Assist with contractor and supplier onboarding, approvals, and compliance requirements.</li> <li>• Support the monitoring of contractor and supplier claims and adherence to contract requirements.</li> <li>• Support contractor and supplier health and safety compliance requirements.</li> <li>• Facilitate and organise contractor and supplier briefings on procurement processes.</li> </ul>
<b>Finance (budgets)</b>	<ul style="list-style-type: none"> <li>• Consider financial implications of actions.</li> <li>• Assist with financial reporting and analysis where required.</li> <li>• Monitor and track work orders and purchase orders to ensure accuracy across contracts.</li> </ul>
<b>Continuous improvement</b>	<ul style="list-style-type: none"> <li>• Continually seek opportunities to improve services for your customers (internal or external).</li> <li>• Show flexibility, adaptability and a willingness to change and are open to feedback as an opportunity to improve.</li> </ul>
<b>Stakeholder relationships / customer service</b>	<ul style="list-style-type: none"> <li>• Develop strong and effective relationships with internal and external stakeholders.</li> <li>• Respond appropriately.</li> <li>• Understand situations from the customer's perspective.</li> <li>• Keep customers up to date about progress of queries/requests/projects</li> <li>• Maintain clear communication</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• Any other duties as may be required from time to time.</li> </ul>

## Your health, safety and wellbeing

- Work safely and take responsibility for keeping self, colleagues, contractors and customers free from harm
- Report all incidents, near-misses, hazards and accidents promptly
- Communicate whereabouts when out of the office (e.g. use Where Am I, Get Home Safe)
- Activity risk assessments are completed as part of planning for all field-based activities prior to work being undertaken, with relevant parties
- Know what to do in the event of an emergency
- 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.
- Understanding of the Government Procurement Rules
- Understanding of contract structure and Contract Management/purchasing processes
- 4-5 years administration experience, ideally in Local Government or contracting.
- Experience using financial systems
- Highly accurate and keen eye for detail.
- Advanced Microsoft office capability, particularly Word and Excel.
- Full current driver's license

### Attributes

- Inspired by Environment Southland's values
- Good communication skills – both written and verbal.
- 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
- Honesty, integrity and commitment to preserving confidentiality, i.e. can be trusted with confidential information.
- Ability to exercise sound judgment and initiative.
- Good customer service skills with the ability to interact with 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 \_\_\_\_\_