

Position Description

Position Title:	Procurement Administrator
Reports To:	Manager – Procurement and Contracts
Responsible For:	N/A
Group and Team:	Corporate Services – Procurement and Contracts
Children's Worker:	No
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

To provide efficient procurement support across Council to ensure the timely acquisition of goods and services while achieving value for money, compliance and positive supplier relationships. Support operational procurement activities, supplier management, procurement reporting and continuous improvement initiatives.

Key Relationships

External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

Our Compass Values and Behaviours

Responsibility

Take ownership of decisions and outcomes, both collectively and individually.

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

Respect

Everyone is important, as are their views.

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

Above and Beyond

Take opportunities to go the extra mile.

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

Positivity

Always look on the bright side of life.

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

What You Will Do *(provided as a guide only)*

Procurement Administration

- Provide administrative support for procurement activities across Council ensuring processes are undertaken in accordance with Council policies, procedures, delegated authorities and legislative requirements.
- Coordinate procurement activities through the Government Electronic Tenders Service (GETS) including publishing opportunities, uploading documentation, issuing addenda and notices, managing supplier communications and monitoring procurement milestones.
- Maintain procurement templates, standard documentation, registers, databases and tracking systems ensuring records are accurate, current, accessible and appropriately archived.
- Coordinate supplier communications, notifications, registrations and onboarding activities, maintaining positive and professional relationships with suppliers and service providers.
- Provide administrative support during the tender process, evaluation of tenders and the closeout of the procurement process.
- Respond to routine supplier enquiries and direct more complex enquiries to the appropriate team member.
- Support the maintaining of accurate and auditable procurement process documentation.
- Raise and process purchase orders, requisitions and purchasing requests within Tech One ensuring approvals and supporting documentation are obtained and advising stakeholders of any purchasing issues, delays or cost variances.
- Support the business processes to set up and manage contracts within Tech One.
- Support activities to help achieve value-for-money outcomes and maintain effective supplier relationships.
- Contribute to the continuous improvement and simplification of procurement systems, processes, templates and practices.

Stakeholder Engagement

- Act as a point of contact for internal stakeholders on procurement matters and supplier queries.
- Liaise with suppliers and contractors regarding administrative and documentation requirements.
- Build effective working relationships with internal stakeholders to support procurement administration.

Continuous Improvement

- Identify opportunities to improve administration processes, documentation, workflow and system use.
- Support the implementation of best practice procurement, frameworks and tools.
- Promote consistent, efficient and best practice contract administration across council.

Note: *Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.*

What You Will Bring

The below qualities, knowledge and skills are the key focus for this position and are used to assess an applicant's suitability for the role and the incumbent's performance in the position.

Education and Qualifications

Essential:

NZQA Level 4 Certificate in Business Administration or a related discipline; or equivalent relevant experience

Current New Zealand driver's licence

Desirable:

Qualification in Procurement and Supply (e.g. NZPPA, CIPS, or equivalent)

Training or certification in procurement systems, contract administration or records management

Knowledge, Skills and Experience

Essential:

Minimum three year's demonstrated experience in an administrative support position

Experience maintaining databases, registers, records and electronic filing systems

Well-developed computer knowledge, particularly in the use of Microsoft Office, Word, Excel and PowerPoint, and Outlook

Excellent customer service and relationship management skills

Ability to work accurately and maintain adherence to established policies, systems and procedures

Has a high level of personal integrity and initiative

Self-motivated and results oriented

Ability to prioritise and meet deadlines

Excellent communication skills, both written and verbal

Strong organisational and time management skills

High level of attention to detail and accuracy

Desirable:

Experience processing purchase orders, requisitions, invoices and supplier-related transactions

Broad understanding of MBIE / NZTA (Central Government Procurement) All of Government (AoG) Contracts

Knowledge of All of Government (AoG) contract arrangements and government procurement frameworks

Experience administering procurement systems, processes, tenders, RFQs, or contracts

Understanding of New Zealand public sector procurement principles and best practice

Agreement

Employee

Name

Sign

Date

Manager

Name

Sign

Date

Note: From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

What We All Do

Customer Commitment

Treat customers with respect – taking the time to listen, learn and understand.
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.
Acknowledge problems and complaints, identifying and promptly acting on solutions.

Continuous Improvement

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

Health, Safety and Well-being

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.
Adhere to Health, Safety and Well-being policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

Civil Defence Emergency Management

Assist Council in preparing for and responding to an emergency.
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

Other Duties

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.