Tūranga Mahi / Position Description:
Kaiwhakatere Whiwhi Rawa / Procurement Manager

At Rotorua Lakes Council, we are guided by Tai Kawenga, which reflects both our purpose and the values that shape how we work together.

Tai means tide or current. Kawenga refers to the values we carry within us and the principles that carry us forward in our daily work. Together, Tai Kawenga provides the foundation for our culture, decision-making, and service to our community.

Our purpose speaks to why we exist and is expressed through three ideas that reflect our vision:

Customer Focused - Community Driven - People at the Heart

How we work together is guided by our **Purpose**, why we exist, our **Promise**, what we commit to delivering every day; our **Practices**, how we behave; and our **Principles**, the values we believe in and stand by:

Stronger Together - Lead with Integrity - Challenge and Innovate - Steward our Future

These principles set the expectations for how we work with colleagues, customers, iwi, stakeholders, and the wider community.

To be successful in this role, you will embrace the belief that:

"The organisation's success is my success. My job is only done when everyone's job is done."

Rotorua Lakes Council serves approximately 78,000 residents and millions of visitors each year. We are committed to continuously improving services for our community and customers.

Rotorua sits in the heart of the Te Arawa region, where approximately 40% of the population identify as Māori. Our bicultural foundation strengthens our understanding of Te Ao Māori and enriches our diverse community. We are committed to honouring our responsibilities to mana whenua and reflecting these relationships in how we work and serve our district.

Health, safety, and wellbeing are a top priority. Safety is everyone's responsibility, and we all play a role in creating environments where people can thrive and return home safely each day.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM). As a result, all employees may be required to undertake CDEM duties in addition to their normal position responsibilities when responding to, or recovering from, an emergency event.

As one team, we are committed to supporting Council's strategic direction, working collaboratively, embracing innovation, and making decisions that contribute to a sustainable future for our district.

Through Tai Kawenga, we recognise that every role contributes to the outcomes we achieve for our community.
The position description below describes the specific requirements of this position. The description within this position description is not an exhaustive list of responsibilities or tasks and staff are expected to contribute to the organisation through other tasks and activities assigned by their manager. In addition, you are also expected to be proactive in knowing and following Council policies and procedures.

TE ĀHUA O TE MAHI - POSITION SPECIFICATION	
MAHI - POSITION:	Procurement Manager - Kaiwhakatere Whiwhi Rawa
RANGATIRA - REPORTS TO:	Chief Financial Officer
KĀHUI - GROUP:	Finance
TAUNGA MAHI - LOCATION:	Civic Centre
PŪTAKE - POSITION PURPOSE:	To lead planning, decision-making, and management of processes for acquiring goods, works and services for Council. To provide strategic leadership across procurement, commercial contracts and corporate insurance ensuring Council achieves public value.
NGĀ WHAKARITENGA - DELEGATIONS	Number and nature of direct reports: • Procurement Analyst x 2 • Finance Officer – Procurement/Contract Administration Budget responsibility – Yes (quantum TBC)
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal	• Mayor and Elected Members • Te Tatau o te Arawa • CE's Group • Manahautū Te Arawa Partnership • Destination Development • Organisational Performance & Innovation • Infrastructure & Assets • Chief Financial Officer • People & Culture • Community Experience
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāwaho - External	• Council stakeholders • Contracted service providers • Technical professionals in your field • Consultants and Contractors • Auditors • Mana whenua • Neighbouring local authorities • Mayor and Elected Counsellors • Local Government New Zealand (LGNZ) • Media and professional groups • Regional Council • Chamber of Commerce • Te Arawa Entities • Rotorua Community & Partnership • Police • Māori Wardens • Neighbourhood support

NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:	**People leadership and stakeholder relationships**
	• Lead, coach and develop a high-performing Procurement team, setting clear priorities, service standards, performance expectations and development plans. Allocate and review work, build team capability and resilience, and establish productive relationships across Council to understand business needs and provide trusted procurement, insurance and commercial advice.
	• Insurance strategy and end-to-end insurance management
	• Lead Council's end-to-end corporate insurance function, ensuring insurance arrangements remain appropriate for Council's assets, activities, financial position and risk profile. Develop and maintain Council's insurance strategy and annual insurance programme, including:
	  ○ working with insurance brokers, insurers, valuers, risk advisers and Council business units;
	  ○ coordinating the collection, review and assurance of renewal and underwriting information;
	  ○ leading insurance procurement, market engagement, evaluation and renewal processes;
	  ○ negotiating and maintaining policies, limits, deductibles, premiums, exclusions and supporting documentation;
	  ○ identifying new, changing, uninsured and uninsurable risks and recommending appropriate treatment;
	  ○ overseeing claims, policy compliance and insurance-related risk-management practices; and
	  ○ providing clear and timely reporting, advice and recommendations to the Chief Financial Officer, Executive Team and relevant governance committees.
	Procurement leadership, governance and service delivery
	• Lead Council's procurement function and coordinate the effective delivery of procurement services across the organisation. Ensure appropriate planning, decision-making, probity and implementation processes are in place for procuring goods, services and works. Provide best-practice advice and support to Council, management, project managers, the Capital Delivery team and other business units, including commercial review and challenge for significant or high-risk procurement activity.
	Procurement policy, delegations, controls and continuous improvement
	• Develop, implement, maintain and review Council's procurement policies, procedures, financial delegations, templates, systems and internal controls. Ensure procurement activities are compliant, transparent, appropriately authorised and supported by complete and accurate records. Work with the Systems Accountant, Process Improvement Specialist and relevant business owners to improve procurement and purchasing processes, system controls, reporting, data quality and user experience.
	Commercial and supplier management
	• Provide commercial leadership across Council, including advice on procurement strategy, market engagement, tendering, evaluation, negotiation, risk allocation, pricing, whole-of-life cost and supplier performance. Build constructive relationships with contractors and suppliers while ensuring Council's commercial interests, public value objectives and risk requirements are appropriately protected.
	Contract-management framework and community of best practice
	• Lead the development and ongoing improvement of Council's contract-management framework, standards, systems and reporting. Establish and support a community of best practice for

contract owners and managers through practical guidance, templates, training, coaching and knowledge sharing. Promote consistent practices for contract establishment, ownership, performance monitoring, variations, extensions, renewals, disputes, record keeping and contract close-out.

Contract administration and payment processes

- Oversee contract-administration processes and work with the Accounting team and contract owners to support accurate commitments, purchase orders, contract records and timely payment of invoices in accordance with contractual terms and Council requirements. Ensure responsibilities between Procurement, Finance and contract owners are clear and effectively managed.

Performance, assurance and reporting

- Maintain oversight of the accuracy, completeness and quality of work undertaken by the Procurement team. Develop and report meaningful information on procurement activity, contract performance, insurance coverage and claims, compliance with delegations and policies, system performance, commercial risks and delivery of the team's improvement programme. Promptly escalate significant control failures, non-compliance, insurance gaps and material commercial risks.

- Take responsibility for working safely and contributing to a healthy work environment by complying with health and safety requirements, identifying and managing risks, and actively supporting a culture of safety, wellbeing, and continuous improvement.
- Support our statutory Civil Defence and Emergency Management (CDEM) obligations by maintaining readiness to undertake assigned emergency management roles, participating in required CDEM training and exercises, and carrying out response and recovery duties as directed during emergency events, in addition to normal position responsibilities.
- Accessibility & Inclusion
- Demonstrate a commitment to accessibility, inclusion, and equitable outcomes in all aspects of the role.
- Consider accessibility and inclusion requirements when developing, delivering, reviewing, or contributing to services, processes, communications, systems, projects, and customer interactions.
- Support a workplace culture that values diversity, promotes inclusion, and enables participation for employees, customers, and stakeholders with differing needs and abilities.
- Ensure work undertaken as part of the role complies with Council policies, accessibility requirements, and relevant legislative obligations.

NB: the key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional delegated responsibilities in the course of your employment that are consistent with the purpose of your role.

There will also be the annual delivery of agreed KPIs.

TE ĀHUA O TE TANGATA - PERSON SPECIFICATION

NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as quivalent)	**Required:** • Relevant Degree • 7+ years proven skills and experience in managing procurement processes **Desirable:** • Local Government experience
NGĀ PŪKENGA - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES	• Proven ability to lead, coach and develop a high-performing professional team. • Strong commercial acumen, analytical thinking and negotiation skills, with sound judgement of risk and value for money. • Strong knowledge of procurement strategy, sourcing, tendering and commercial contracting, including commercial oversight of complex procurements. • Sound knowledge of corporate insurance and risk, including insurance strategy, underwriting, coverage, renewals and claims. • Ability to provide clear, pragmatic and risk-based advice on procurement, commercial and insurance matters. • Strong understanding of procurement governance, policies, financial delegations, systems and internal controls. • Strong stakeholder management and influencing skills, with the ability to build organisational commercial capability and promote contract-management best practice. • High levels of professional judgement, integrity, accountability and political awareness, with the ability to lead change and continuous improvement.