

<b>POSITION TITLE:</b>	Procurement and Contracts Lead		
<b>GROUP:</b>	Asset Management	<b>SECTION:</b>	Regional Projects
<b>REPORTS TO:</b>	Programme Finance and Controls Manager		
<b>RESPONSIBLE FOR:</b>	NA		
<b>FAMILY:</b>	TP2	<b>GRADE:</b>	18
<b>DATE REVIEWED:</b>	November 2023	<b>JOB NUMBER:</b>	

#### HBRC STRATEGY

##### Our Vision:

We want a healthy environment and a resilient and prosperous community.

##### Our Purpose:

We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

##### Our Values:

- **Partnership and Collaboration:** We work with our community in everything we do.
- **Accountability:** We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
- **Transparency:** We report on what we do and the value this delivers for our community
- **Excellence:** We set our sights and expectations high, and never stop striving to do better

##### Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

#### POSITION SUMMARY

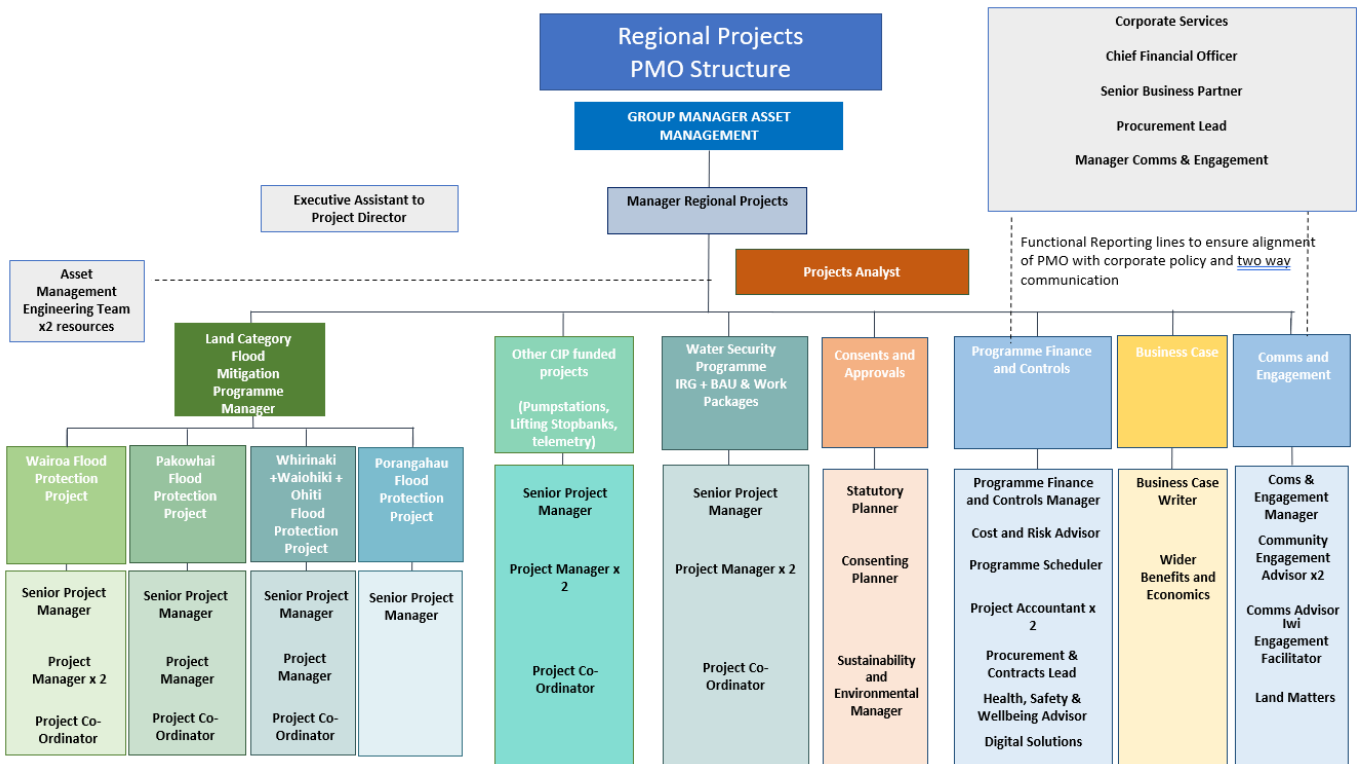
The role holder will be responsible for the procurement of both professional services and constructions contracts, and the management of these contracts, primarily for all works associated with the Land Category Work Programme. Where time allows, the role holder will assist the team with procurement and contract management activities associated with the wider programme of work. As part of the management of contracts, the role holder will regularly assess the performance of the contracted party in relation to the contracted works, and will undertake reviews of the performance of any Panels that are in place to support the work programme.

#### GROUP AND TEAM GOALS:

- The Regional Projects team provides the following role and functions as part of the Asset Management Group:
- Provide a centre of expertise in capital project delivery

- Maintain and improve the project management framework
- Maintain and improve the project management information system linking with the corporate PMO
- Deliver portfolio of capital infrastructure projects with agreed timeframes and budget

## ORGANISATIONAL CONTEXT



## JOB SPECIFIC ACCOUNTABILITIES

- Provide effective end-to-end management of the procurement processes for the PMO.
- Proactively plan and keep the team informed of procurement activities and their impact on schedules and delivery.
- Take responsibility for all procurement and contractual functions in the regional projects space, including the development and implementation of an overall procurement strategy for the regional projects team.
- Actively engage with HBRC Procurement Manager to ensure alignment with HBRC policies and processes is maintained.
- Lead the procurement, engagement and contract management function for all suppliers (consultants, contractors and other parties) related to regional projects.
- Develop, implement and maintain appropriate procurement and contract management processes that align with wider HBRC procurement systems, policies and processes.
- Lead the integration of inputs across the regional project controls team to develop robust commercial positions that inform procurement and contract management approaches.
- Resolve all contract disputes using appropriate practices within the confines of contractual remedies.
- Develop and maintain a register of potential commercial matters arising within the portfolio of contracts. Provide reporting on these to ensure a no surprises commercial environment for the programme leadership team.
- Establish and maintain strong relationships with suppliers to enhance collaboration and ensure long term partnerships.
- Develop and maintain accurate procurement records, including contracts, POs and vendor agreements.
- Provide specialist advice and leadership with commercial issues as they arise.
- Prepare comprehensive, robust and accurate monthly reports on procurement and contract management functions for the category leadership team.

- Devise and use fruitful sourcing strategies
- Discover profitable suppliers and initiate business and organization partnerships
- Negotiate with external vendors to secure advantageous terms
- Approve the ordering of necessary goods and services; finalize purchase details of orders and deliveries
- Examine and test existing contracts
- Track and report key functional metrics to reduce expenses and improve effectiveness
- Collaborate with key persons to ensure clarity of the specifications and expectations of the team
- Foresee alterations in the comparative negotiating ability of suppliers and clients
- Expect unfavourable events through analysis of data and prepare control strategies
- Perform risk management for supply contracts and agreements
- Control spend and build a culture of long-term saving on procurement costs

## FUNCTIONAL RELATIONSHIPS

### Internal

- Group Managers
- Executive Team
- Elected members
- Team members

### External

- Consultants and contracts
- Government agencies and departments
- Local authorities
- Technical and legal professional
- Iwi and other community groups
- Members of our community

## COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved.
- Customers are satisfied with responses to written or verbal requests for information.

## CONTINUOUS IMPROVEMENT

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager.
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your manager.
- Showing a strong team commitment, as indicated by peer feedback and your manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your manager.
- Deliver on project outcomes: on time and on budget.

- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

## HEALTH AND SAFETY

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.
- Comply with the COVID-19 Public Health Response (Vaccinations) Order 2021.

## EMERGENCY MANAGEMENT

When a Civil Defence event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependants. All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

## PERSON SPECIFICATION

### Minimum Qualifications and Experience required.

- Relevant bachelor's degree or equivalent tertiary qualification
- Experience in leading the procurement and contracts management activity on large scale programmes (greater than \$100M) and projects (greater than \$50M).
- Ideally have or be working towards an appropriate professional body certification / registration.
- Proven experience as a procurement and/or contracts manager, ideally within a complex organisational environment.
- Experience with large-scale public-sector procurement.
- Experience in construction of large civil and earthworks projects.
- Thorough understanding of project management techniques and change management principles
- At least 5+ years relevant experience in a similar role/industry
- Valid driver's licence required

### Knowledge

The following indicates what would typically be expected for this role at a competent level:

- Excellent commercial acumen
- Strong risk management skills.
- Proficiency in MS Word, Excel, Visio, Projects, PowerPoint and other database and information management systems

- Analytical skills.
- Knowledge of financial reporting systems and requirements.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge.
- Sound understanding of tikanga Māori and Māori values and an appreciation as to how they relate to Regional Council functions and plan and policy development.

#### **Personal Attributes**

- Sound judgement and initiative
- Ability to create harmony in a team.
- Ability to anticipate change, remain flexible and be innovative.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Ability to clarify objectives, identify key issues, consider all perspectives and evaluate.
- Ability to cope with a variety of work and on occasion difficult situations.
- A high level of courtesy and listening skills.

#### **Awareness**

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

#### **CHANGES TO JOB DESCRIPTION**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

#### **ACKNOWLEDGEMENT**

*I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name