

<b>POSITION TITLE:</b>	Head of Procurement & Commercial Contracting		
<b>GROUP:</b>	Corporate Services	<b>SECTION:</b>	Legal
<b>REPORTS TO:</b>	Chief Legal Advisor		
<b>RESPONSIBLE FOR:</b>	Procurement Advisor and Procurement Coordinator		
<b>FAMILY:</b>	TP4	<b>GRADE:</b>	20
<b>DATE REVIEWED:</b>	March 2025		

## 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 Head of Procurement & Commercial Contracting is responsible for leading the ongoing development and implementation of HBRC's procurement and contracts management framework to ensure that it add value, reduce risks, and aligns with applicable Government Procurement Principles and HBRC's strategic objectives.

The Head of Procurement & Commercial Contracting leads and manages the procurement team and is responsible for fostering a collaborative, "business partnering" approach to procurement across all Groups.

This role will actively contribute to the leadership of the organisation and strengthen its performance culture by assisting all Groups to consistently and confidently apply HBRC's procurement processes and ensuring that reporting requirements and accountability are met.

## JOB SPECIFIC ACCOUNTABILITIES

The Head of Procurement & Commercial Contracting is responsible for:

### End to End Procurement Design:

- Continuing to develop, implement and continuously improve HBRC's procurement and contract management framework including policy, guidelines, templates, systems and processes.
- Participating in and guiding the strategic and business planning relevant to purchasing and procurement for HBRC.
- Supporting key procurement initiatives by working alongside Project Managers and other internal stakeholders to develop fit for purpose procurement strategies, planning and selection criteria.
- Leading HBRC's consideration of All of Government contracts and other joint procurement initiatives and make recommendations for adoption (as appropriate).

### Compliance and Reporting:

- Develop systems and processes to ensure adherence to HBRC's procurement policies and framework.
- Ensure effective monitoring, analysis and reporting related to procurement activities, including performance metrics and benefits realisation.

### Contract Management

- Ensure robust and up-to-date contractual templates are in place to underpin procurement, incorporating legal, HSE, and commercial requirements.
- Oversee the establishment of a contract management framework that supports contract administration relationship management, performance measurement and council risk management.

### Continuous Improvement

- Drive a culture of continuous improvement in the procurement process, ensuring that procurement practices are fit for purpose, right-sized, efficient, and transparent.
- Lead initiatives to streamline and simplify procurement processes, improving the overall efficiency of the function.
- Foster business enablement by supporting self-service procurement where appropriate, empowering internal teams to manage certain procurement activities independently.

### Building Trusted/Collaborative Relationships:

- Build and maintain trusted, collaborative relationships with all Groups and internal expert advisors, including Legal and HSE.
- Ensure that procurement strategies and decisions are aligned with HBRC's broader objectives and support cross-Group collaboration.
- Engage and work closely with stakeholders to ensure procurement practices are understood, valued, and aligned with business needs.

### Team Leadership and Development:

- Lead, mentor, and develop the procurement team, fostering a culture of continuous improvement, collaboration, and high performance.

Support the team in building expertise and capabilities in procurement strategies, market analysis, and negotiation tactics.

## FUNCTIONAL RELATIONSHIPS

### **Internal**

- Group Managers
- Executive Team

### **External**

- Consultants and contracts
- Government agencies and departments

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| <ul style="list-style-type: none"> <li>• Elected members</li> <li>• Team members</li> </ul> | <ul style="list-style-type: none"> <li>• Local authorities</li> <li>• Technical and legal professional</li> <li>• Iwi and other community groups</li> <li>• Members of our community</li> </ul> |
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## 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.

## 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.

## **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 academic qualifications required**

- Relevant Degree or qualification in procurement, business management, supply chain, logistics or law.
- A minimum of 4 years' experience in procurement.
- Valid driver's licence required.

### **Working Knowledge**

- Knowledge and experience working at a senior level in procurement and commercial contract management, preferably within a public sector or government organisation.
- Proven experience in strategic procurement, supplier management and performance monitoring.
- Knowledge of contracts and negotiations including the legal aspects of tendering and contracts.
- Strong leadership and people management skills, with the ability to influence and collaborate with senior stakeholders.
- Knowledge of sourcing and procurement techniques as well as dexterity in reading the market.

### **Advanced knowledge**

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

- Experience with MBIE rules of procurement and NZS contracts such as 3910.
- Ability to negotiate with vendors to secure the most advantageous terms while maintaining market competitiveness and an appropriate share of risk.

- Ability to work with a diverse range of procurement requirements.
- Talent in negotiations and networking.
- Aptitude in decision making and working with numbers (advanced Excel skills).
- Demonstrated performance analysis and data interpretation skills.

#### **Personal Attributes**

- Strong leadership capabilities, both in terms of managing a team and interfacing with senior leaders, including the Executive Team.
- Ability to think logically and strategically and long term.
- Highly developed oral and written communication skills with an ability to translate complex information into clear, actionable insights.
- Excellent interpersonal and relationship management skills with the ability to build trust and influence stakeholders at all levels.
- Degree of maturity and confidence to handle a diverse range of situations and competing priorities is required.
- Demonstrated ability to operate effectively and make sound decisions under pressure.
- A commitment to driving collaboration and building effective working relationships across departments.

#### **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.*

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Employee Signature

\_\_\_\_\_  
Date

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Printed Name