

## POSITION DESCRIPTION

<b>Position:</b>	Procurement Manager
<b>Department:</b>	Assurance, Finance & Risk
<b>Location:</b>	Queenstown
<b>Reports to:</b>	Stewart Burns
<b>Date:</b>	July 2023

### BACKGROUND

Queenstown Lakes District Council (QLDC) is a territorial authority in Te Waipounamu South Island of Aotearoa New Zealand, with a current resident population of approximately 48,300 which is projected to increase to 61,350 by 2031<sup>1</sup>. The Queenstown Lakes District is also a premier tourist destination making a significant contribution to the national economy. In recent years, the district has experienced significant and sustained growth in both resident population, and in international and domestic visitor numbers. Our demand projections forecast this growth to continue<sup>2</sup>. The overall growth pressures the district is experiencing has led to the 2021 -2031 Ten Year Plan setting out an ambitious programme of work, with over \$1.6 billion of capital investment to be made over the decade<sup>3</sup>.

QLDC has a central role to play in maintaining and enhancing the quality and liveability of the outstanding environment of the district. It also has a central role in development and regulation and provides high quality services and infrastructure to residents and visitors; managing the district's parks, trails, libraries and recreational facilities; enabling sustainable development through consenting services; and regulating local activities. QLDC's role in leading the recovery effort for the district in response to COVID-19, also means that the diversification of the district's economy is an increasingly important priority for our Council.

The community outcomes set out in the 2021 – 2031 Ten Year Plan are directly extracted from [Vision Beyond 2050](#), which is our community vision statement:



<sup>1</sup> [QLDC demand projections, March 2022](#)

<sup>2</sup> [QLDC demand projections, March 2022](#)

<sup>3</sup> [QLDC Ten Year Plan 2021 - 2031](#)

## VISION, MISSION AND VALUES

We're proud to be QLDC, and in response to the growth the district has experienced over recent years the QLDC organisation has itself experienced substantial growth. With an employed workforce of approximately 550 in July 2022, and a range of partner organisations delivering services on behalf of Council, QLDC is also a significant employer in the district. The range and types of work carried out at QLDC are extensive, and complex; becoming increasingly so as the district continues to grow.

Our culture is an important part of who we are. The vision, mission and values set out below are the foundation for our organisational culture; how and why we go about things:



## PURPOSE

As a result of an internal review the Council is establishing a dedicated Procurement function to aid the delivery of excellent procurement outcomes across the Council through good practices by leveraging a controlled Centre-led operating model. The Procurement Manager will lead this new Procurement function.

This Procurement Manager will be responsible for the ongoing development of current procurement practices at the Council. The goal of the function is to guide the Council in delivering great procurement outcomes for Council staff and the public, whilst ensuring Council supplier engagements and arrangements are managed in a safe and efficient manner. This will be achieved through building upon existing procurement policies, standards, tools, and templates and establishing the Procurement function as a Procurement Centre of Excellence for all Council.

The role will take ownership of procurement at the Council. This will include working at all levels of the organisation providing commercial advice and guidance to procurement users. The Procurement Manager will also own categories that are used across all of Council, defining category strategies and driving their implementation.

The Procurement Manager will also deliver a programme of procurement related activities as defined in the Council's procurement strategy with a focus on uplifting procurement capability across the Council. Regular engagement with and communication of progress against the strategy to Senior Leadership will be necessary.

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## KEY TASKS

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### **Procurement Management**

- Responsible for the Procurement Policy, Standards, and Guidance ensuring that they reflect good procurement practices, embed the concepts of Broader Outcomes and meet the standards set out in the NZ Government Rules of Procurement and Waka Kotahi's Procurement Manual.
- Work across all Council departments to provide timely and accurate expert commercial advice as needed. Provide guidance to procurement users on procurement planning and the development of sourcing strategies.
- Provide category strategies and deliver on them through tenders and other market exercises for spend categories used across multiple Council departments.
- Manage the overall delivery of the Procurement Strategy, leading the Council on a multi-year improvement programme, providing regular reporting on progress to the Executive Leadership Team.
- Lead the evolution of procurement tools and templates to simplify and improve procurement velocity.
- Establish oversight of all Council procurement activity and performance. Build an understanding across the Council of procurement work through procurement related financial, operational, and exceptions reporting.
- Responsible to define and manage procurement controls to ensure adherence to process and good practice. Provide visibility of control effectiveness to senior leadership.
- Responsible to provide training on procurements tools and processes to Council users.
- Leads the external communication for QLDC with our local and national stakeholders including, but not limited to, NZ Government Procurement, Audit NZ, SOLGM, Climate Reference Group, Iwi, and other local government bodies.

### **Relationship Management**

- Build and maintain strong and positive relationships across all Council departments.
- Guide and mentor Council users of procurement.
- Collaborate with existing Council procurement focused roles.
- Be a source of Procurement and Commercial subject matter expertise.

### **Corporate Responsibilities**

- Build commitment to QLDC's vision, values, and services.
- Willingly undertake any duty required within the context of the position.
- Manage own personal health and safety and takes appropriate action to deal with workplace hazards, accidents, and incidents.
- Comply with all legislative requirements.
- Adhere to QLDC's Code of Conduct.

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## KEY RELATIONSHIPS

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**Internal:**

- General Manager Assurance, Finance & Risk
- The Executive Leadership Team
- Finance Team
- Legal Team
- Policy Team
- QLDC Managers
- Property and Infrastructure Commercial and Procurement Manager
- The QLDC Climate Action Group
- All QLDC staff involved in procurement and supplier management activities.

**External:**

- Central and Local Government procurement organisations
- Suppliers

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**ACCOUNTABILITIES AND DELEGATIONS**

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**Financial Authority**

- Category D (\$20,000 OPEX)

**Direct Reports**

- 1 FTE - Procurement Excellence Advisor

**Contractual Authority**

- None

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**PERSON SPECIFICATION**

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**Education**

- Tertiary qualification in relevant discipline commerce (finance, management/business, law, or logistics) or equivalent body of industry-specific applied knowledge e.g., Member of CIPS

**Experience**

- 3 – 5 years of experience either leading a Procurement function or in a Senior Procurement position.
- At least 10 years of experience working in Procurement.
- Demonstrated comprehensive knowledge of all functional areas of Procurement including Sourcing, Procurement Operations, Contract Management and Supplier Relationship Management.
- Proven track record of developing and maintaining relationships across internal and external stakeholders.
- Demonstrated strong political awareness and appreciation of procurement related risks.
- Highly developed written and verbal communication skills.
- Highly motivated, achievement-oriented, and innovative procurement professional.
- Additional desirable experience
  - Experience working in public sector procurement with an understand of the NZ Government Procurement Rules and Waka Kotahi's Procurement Manual.
  - An understanding of continuous improvement, project management, change management methodologies and experience applying them.

- Experience in using and/or developing the usability and capability of procurement systems.

#### Key Skills

- Demonstrated negotiation skills.
- Ability to lead and influence.
- Well-developed critical thinking and sound judgement.
- Ability to clearly articulate messages to a variety of audiences both verbally and written.
- Strong analytical skills.
- Ability to work effectively at all levels of the organisation.
- Ability to establish and maintain strong relationships.
- Excellent problem-solving skills.
- Exceptional attention to detail, organisation, and planning.

### COMPETENCIES

Core competencies for all employees of QLDC:

<b>Integrity</b>	<ul style="list-style-type: none"> <li>▶ Represents QLDC in an honest, ethical and professional way, supporting a culture of integrity and professionalism</li> <li>▶ Acts on QLDC's vision, mission and values even when it is uncomfortable or difficult to do so</li> <li>▶ Follows through on agreements; can be relied on to complete tasks and meet commitments</li> </ul>
<b>Delivering Quality Results</b>	<ul style="list-style-type: none"> <li>▶ Emphasises progress over perfection, taking action and initiative to resolve issues within established process and procedure</li> <li>▶ Prioritises and aligns tasks across the team to maximise efficiencies and deliver or exceed expectations</li> <li>▶ Acts decisively to turn around inefficient or under-performing parts of the business</li> </ul>
<b>Adaptability</b>	<ul style="list-style-type: none"> <li>▶ Is open to new ideas and is willing to try new ways of doing things</li> <li>▶ Coaches the team and others to adapt to changing circumstances</li> <li>▶ Clearly and positively communicates the benefits/requirements of change ensuring they are understood by others</li> </ul>
<b>Customer Focus</b>	<ul style="list-style-type: none"> <li>▶ Communicates effectively with customers and stakeholders to identify their needs and requirements</li> <li>▶ Creates a culture which embodies the delivery of a high-quality customer experience across QLDC, ensuring systems and processes drive service delivery outcomes</li> <li>▶ Understands the different groups and coalitions in the wider business / community environment including the reasons for their underlying concerns and agendas and how they can affect and influence decisions and outcomes</li> </ul>
<b>Managing Relationships</b>	<ul style="list-style-type: none"> <li>▶ Establishes and maintains effective relationships with stakeholders and gains their trust and respect</li> <li>▶ Ensures actions, processes and decisions deliver sustainable relationships and support QLDC's interests</li> </ul>

	<ul style="list-style-type: none"> <li>▶ Actively builds and develops partner relationships to create common goals and understanding</li> </ul>
<p><b>Valuing Diversity</b></p>	<ul style="list-style-type: none"> <li>▶ Is aware of and responsive to cultural differences when engaging with people and groups</li> <li>▶ Role models respect and sensitivity to diversity and difference to ensure an inclusive team environment</li> <li>▶ Creates a feeling of belonging and strong team morale through leveraging individual strengths and differences to enhance collaboration, discussion, and decisions</li> <li>▶ Builds an environment of collaboration and co-operation across QLDC, involving the most appropriate people from across the business</li> </ul>

Competencies specific to the role:

<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>▶ Identifies potential problems, barriers, and risks and takes action to resolve them</li> <li>▶ Engages in critical analysis of complex issues, weighs up alternatives and identifies the most effective solutions</li> <li>▶ Seeks input and the perspectives of others to support efficient and effective problem solving</li> <li>▶ Exercises judgement and makes good decisions</li> </ul>
<b>Resilience</b>	<ul style="list-style-type: none"> <li>▶ Demonstrates resilience by remaining composed and persevering through difficult or stressful situations</li> <li>▶ Role models patience and tolerance when dealing with inconveniences and difficulties</li> <li>▶ Takes personal responsibility for decisions, actions, and mistakes</li> </ul>
<b>Influencing and Negotiating</b>	<ul style="list-style-type: none"> <li>▶ Considers how to influence over time and adopts a number of deliberate strategies to influence and communicate with others</li> <li>▶ Achieves effective solutions and outcomes within challenging relationships, or when dealing with ambiguous and conflicting positions</li> <li>▶ Involves the broader QLDC community, building support for ideas and lobbying influential stakeholders</li> </ul>
<b>Collaborating</b>	<ul style="list-style-type: none"> <li>▶ Is open and transparent in expressing their views and opinions, offering ideas and suggestions to support the team and collaborating to achieve common goals</li> <li>▶ Displays openness to challenge from others, taking alternative viewpoints on board to create the best outcome</li> <li>▶ Acknowledges contributions of others in successful projects/ideas</li> </ul>
<b>Inspiring, Direction and Purpose</b>	<ul style="list-style-type: none"> <li>▶ Champions QLDC's vision and strategy and communicates the way forward generating enthusiasm and commitment to goals</li> <li>▶ Delegates projects and tasks to others allowing them sufficient autonomy and responsibility</li> <li>▶ Explains information clearly, ensuring messages are understood so team members understand their roles and what is expected of them</li> <li>▶ Anticipates and assesses the impact of changes to work-plans and initiatives such as changing political / economic conditions and responds appropriately</li> </ul>
<b>Commercial Awareness</b>	<ul style="list-style-type: none"> <li>▶ Utilises networks and market information to gather multiple perspectives and insights into customer needs and perceptions</li> <li>▶ Grasps the full meaning and interrelationships of key financial indicators, analysing and cutting through complex data to evaluate and create strategic choices and options</li> <li>▶ Develops reciprocal, long-term relationships with partners to address current and future community needs</li> </ul>
<b>Change and innovation</b>	<ul style="list-style-type: none"> <li>▶ Drives continuous improvement and identifies opportunities to enhance processes and practices</li> <li>▶ Encourages diverse thinking and innovative approaches to addressing problems and opportunities</li> <li>▶ Supports others through change, acknowledging and helping individuals to overcome change resistance</li> <li>▶ Creates an environment that provides direction and promotes continuous learning and development</li> <li>▶ Takes action to build team members' confidence and competence</li> </ul>

