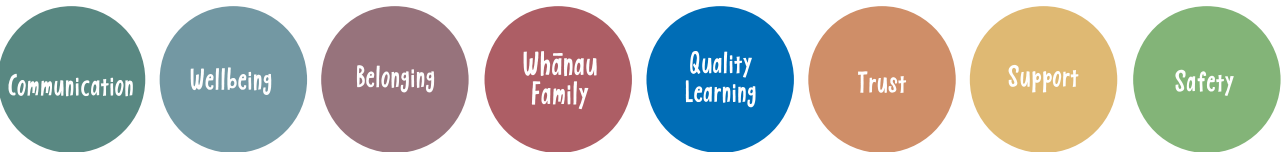




POSITION DESCRIPTION

Position: Procurement Lead	Agreed between:	
Employee:		
Reports to: Chief Financial Officer (CFO)	(signature of employee)	(date)
Manager: Shirley Long		
Location: Tauranga	(signature of manager)	(date)

WHAT WE STAND FOR



MAIN PURPOSE

The Procurement Lead is responsible for establishing and embedding a best-practice procurement function that delivers commercial value, strengthens supplier partnerships and supports BestStart's financial and operational objectives.

Reporting directly to the Chief Financial Officer, the role provides commercial leadership across procurement activities by partnering with leaders across the organisation, leading strategic sourcing initiatives and implementing procurement practices that improve value, manage risk and support sustainable organisational growth. Shape procurement capability, influence organisational decision making and create a lasting impact across BestStart.

KEY RELATIONSHIPS

Internal • Chief Financial Officer • Leadership Team • Regional Managers • Area Managers • Support Office Teams	External • Suppliers and Vendors • Contractors and Service Providers • Industry Partners • External Advisors
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KEY TASKS & EXPECTED RESULTS

Key Responsibilities	Expected Outcomes
Strategic Sourcing & Category Management	• Lead end-to-end sourcing activities across a broad portfolio of goods and services. • Lead end-to-end tender / RFP and evaluation process. • Develop sourcing and category strategies that align with organisational priorities. • Identify opportunities to optimise spend while balancing value, quality, service and risk. • Monitor market trends and supplier innovation to identify opportunities that deliver commercial value.
Commercial & Contract Management	• Lead commercial negotiations to achieve favourable business outcomes. • Develop, negotiate and manage supplier contracts. • Ensure contractual arrangements appropriately manage commercial, financial and operational risk. • Monitor contract performance and support effective contract lifecycle management.
Supplier Relationship Management	• Develop collaborative relationships with key suppliers that encourage innovation and continuous improvement. • Establish supplier performance measures and conduct regular performance reviews. • Resolve supplier issues and work proactively to improve service delivery and value. • Promote strategic supplier partnerships that support BestStart's long-term objectives.
Procurement Governance	• Develop and implement procurement policies, procedures and frameworks that support consistent and compliant procurement practices. • Promote procurement best practice across the organisation. • Ensure procurement activities align with delegated authorities, governance requirements and organisational policies. • Maintain accurate procurement records, reporting and documentation.
Commercial Business Partnering	• Lead the implementation of the procurement strategy, including change management and stakeholder engagement. • Build trusted relationships with leaders across the organisation. • Provide commercial advice and procurement expertise to support informed decision making. • Work collaboratively with stakeholders to understand operational requirements and develop fit-for-purpose procurement solutions. • Champion procurement as a value-adding business partner.
Financial Performance, Reporting & Continuous Improvement	• Prepare procurement business cases and executive-level reports. • Develop procurement reports and dashboards to monitor savings, benefits and supplier KPIs. • Identify opportunities to improve commercial outcomes and deliver measurable value. • Analyse procurement data to identify trends, risks and opportunities. • Drive continuous improvement initiatives that strengthen procurement capability and organisational performance. • Contribute to BestStart's financial objectives through effective procurement practices and supplier management.

Procurement Portfolio	The Procurement Lead will support procurement activities across a diverse range of categories, including but not limited to: • Property and facilities • Technology • Professional services • Operational goods and services • Office and business support services • Capital projects and strategic procurement initiatives as required
Decision Making	• Lead procurement activities independently within delegated authority. • Recommend sourcing strategies and supplier selection based on commercial analysis and organisational needs. • Negotiate commercial outcomes that deliver value while appropriately managing risk. • Identify and escalate significant commercial risks or high-value decisions to the Chief Financial Officer. • Influence procurement decisions through trusted commercial advice and market expertise.
Maintain high personal standards for yourself and as a representative of BestStart	• Build and maintain strong relationships at all levels of the organisation, communicating positively and effectively always • Maintain pride in your appearance and the manner in which you perform your role • Adhere to all company policies • Promote BestStart in a positive way • Display enthusiasm, honesty, punctuality and professionalism at all times • Use resources efficiently to minimise waste

SUCCESS MEASURES

Success in this role will be demonstrated through:

- Procurement delivers measurable commercial value, savings and supports organisational objectives.
- The national procurement strategy is successfully implemented and embedded into business operations.
- Procurement frameworks and governance are successfully embedded across BestStart.
- Supplier relationships are collaborative, high performing and deliver long-term value.
- Commercial contracts are effectively negotiated, managed and compliant.
- Procurement risks are proactively identified and appropriately managed.
- Stakeholders view Procurement as a trusted commercial partner.
- Procurement capability continues to mature through innovation, continuous improvement and effective stakeholder engagement.
- Fit-for-purpose reporting and performance management frameworks are in place.

PERSON SPECIFICATION

Skills & Experience	Our Expectations
Essential • 7-10 years' experience in procurement, strategic sourcing or commercial management. • Proven success negotiating commercial contracts and managing supplier relationships. • Experience partnering with senior leaders and influencing stakeholders across multiple business functions. • Strong commercial and financial acumen. • Experience developing procurement frameworks, governance or business improvement initiatives. • Excellent negotiation, analytical and problem-solving skills. • Strong communication skills with the ability to build trusted relationships. • High levels of integrity, professionalism and sound judgement. Desirable • Tertiary qualification in Business, Commerce, Procurement or a related discipline. • Professional procurement qualification (such as CIPS) or equivalent experience. • Experience establishing or maturing a procurement function. • Experience working within a multi-site or complex organisational environment.	As Procurement Lead, you will: • Demonstrate BestStart's values in the way you work and build relationships. • Act with integrity, professionalism and accountability. • Foster collaborative relationships that support positive business outcomes. • Seek opportunities to improve processes, create efficiencies and deliver sustainable value. • Contribute positively to BestStart's culture and long-term success.