

Procurement and Contract Lead

Function:	Finance
Reports to:	Chief Financial Officer
Location:	Hawke's Bay
Arrangement:	Permanent, Full-time
Date:	September, 2026

Pūtake | Purpose

The Procurement and Contract lead helps EIT manage procurement and contracts in a clear, practical and consistent way. It supports good decision-making by providing advice, guidance and tools that help managers buy goods and services well.

The role leads the development, implementation and continuous improvement of procurement and contract management practices across EIT, providing expert advice, oversight and assurance to leaders and managers. The role is responsible for improving procurement practice across EIT through the management of the contract library and procurement pipeline, development of procurement tools, templates and consistent procurement processes. It provides analysis, advice and practical leadership to the Chief Financial Officer and wider team to support effective procurement and contract management outcomes.

Ngā Whanaungatanga | Working Relationships

Internal:	Chief Financial Officer, Finance Team, Executive Leadership, Directors and Managers across all business units, budget holders and cost centre managers
External:	Service providers, suppliers, contractors, external finance networks, relevant Government agencies

Mana Whakahaere | Resource Delegations

Financial:	Not applicable
People:	Not applicable

Kawenga Mahi | Accountabilities

Procurement Planning, Coordination and Advice

- Lead and oversee procurement activities across EIT ensuring sourcing approaches, evaluation processes and recommendations are robust, transparent and fit for purpose.
- Help ensure procurement activity is aligned with EIT policies, procedures and delegated authorities.

- Act as EIT's expert for procurement and contract management, influencing decision making and promoting consistent organisational practice.

Contract Management Support

- Lead the management of EIT's contract management framework ensuring contract information supports organisations planning, compliance and risk management.
- Review contracts prepared by managers and kaimahi prior to signing.
- Support managers to understand and manage key contract obligations, dates, risks and supplier performance expectations.
- Provide guidance on contract renewals, variations, extensions and expiry dates.
- Help improve consistency in the way contracts are recorded, monitored and managed across EIT.
- Identify contract and supplier risks, provide mitigation strategies and drive continuous improvement in contract management practices.

Tools, Templates and Process Improvement

- Lead the development and implementation of procurement frameworks, tools, templates and guidance to strengthen capability and consistency across EIT.
- Support continuous improvement by reviewing current practices and recommending practical changes.
- Provide education and guidance to build procurement understanding and capability across EIT.

Reporting, Analysis and Business Support

- Develop and present procurement and contract insights, trends and risk information to support strategic planning, decision-making and executive oversight.
- Provide insight and practical recommendations to the Chief Financial Officer and wider Finance team.
- Support supplier, contract and spend-related analysis as required.
- Contribute to projects, reviews and initiatives that improve the effectiveness of procurement and contract management at EIT.

Team Support

- Work collaboratively with the Chief Financial Officer and Finance team.
- Build positive working relationships with internal stakeholders and external suppliers.
- Contribute to the wider Finance team through initiative, sound judgement and practical problem solving.
- Undertake other procurement, contract management or finance-related tasks relevant to the role as requested by CFO.

General Responsibilities:

- Comply with EIT policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this position as requested by the manager.

Demonstrate commitment to:

Te Tiriti o Waitangi: Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre: Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity: Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence: Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga, Wheako, Mōhiotanga, Tohu Mātauranga | Skills, Experience, Knowledge and Qualifications**Essential**

- Significant experience leading end-to-end procurement and sourcing activities including tender processes, supplier negotiations and contract establishment.
- Demonstrated experience providing expert procurement advice and influencing managers and senior leaders.
- Strong knowledge of procurement governance, contract management, risk management and supplier relationship management.
- Experience developing or implementing procurement frameworks, policies, processes and continuous improvement initiatives.
- Relevant degree in business, commerce, finance or related discipline or equivalent professional experience

Desirable

- Professional procurement accreditation (CIPS, NZPG, NZPI).
- Experience leading procurement systems and process improvements.
- Knowledge and understanding of the vocational education sector.
- Understanding of the obligations to include Te Tiriti o Waitangi in workplace practices.

Personal Attributes

- Excellent stakeholder engagement, influencing and relationship management skills
- Strong written and verbal communication skills and ability to provide advice to managers and senior leaders.
- Sound judgement, initiative and problem-solving ability.
- Continuous improvement mindset with a focus on organisational effectiveness.

Ngā Uara o Te Aho a Māui | Values of EIT**Herea te momoho | Inspire success:**

- Support continuous learning and improvement through collaboration.
- Encourage innovation and challenge existing ways of working to achieve better outcomes.

- Recognise and celebrate the achievements of ākonga, kaimahi, and whānau.

Herea te tangata | Nurture whanaungatanga:

- Build and maintain genuine relationships through manaakitanga, care, respect, and generosity.
- Honour wairuatanga by recognising and respecting diverse identities, perspectives, and needs.
- Work collaboratively in service of ākonga and communities, demonstrating kotahitanga to achieve shared goals and outcomes.

Herea te mana | Act with integrity:

- Act with honesty and integrity, doing what is tika and pono, even when it is not easy.
- Uphold the mana of others through respectful, trustworthy, and principled interactions.

Herea te pono | Be committed:

- Make sustained contributions toward shared goals and outcomes, aligned to a collective kaupapa.
- Take accountability for actions, impact, successes, and challenges.
- Maintain personal wellbeing and support the oranga of others to remain resilient in times of change.

Document information – Office use only	
Document Name	Position Description
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Developer	People and Culture Advisor
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