



Mahi Tahī

We are one team, stronger together as we work with and for our community to deliver outcomes that matter.

#arohatōmahī

We love our work and know that our work matters. That is why we do what we say we will do and apply energy and enthusiasm across our mahi.

Manaakitanga

We put our people first by showing them that they matter, through a focus on whānau's needs and aspirations.

Tiakitanga

We proudly and professionally contribute every day to the care of our community and whenua with courage, positivity and mana – leaving a legacy which future generations will embrace.

Details

JOB TITLE	Procurement Advisor
REPORTS TO	Business Performance Manager
GROUP	Capability and Transformation
DIRECT REPORTS	Nil
FINANACIAL DELEGATIONS	TBC
WARRANTS REQUIRED	Nil
GRADE	17

Purpose

Drive Council's procurement function with a strong future focused and innovative mindset, ensuring procurement practices continue to evolve and are fit for purpose.

Challenge existing approaches and processes, lifting the standard of procurement across the organisation while driving a practical, business aligned work programme that adds value, encourages new ways of thinking, and delivers better outcomes for the community.

Provide trusted advice across all stages of the procurement lifecycle, from planning through to contract management, while actively building organisational capability and confidence in procurement best practice Supporting development of leaders and staff beyond foundational procurement knowledge, enabling them to apply sound commercial judgement, risk-based decision-making, and value-for-money principles in practice.



Key Responsibility and Expected Outcomes

Innovation

- Apply an innovation focused mindset to procurement and contract management, encouraging fit for purpose approaches and new ways of delivering value for the organisation and community.
- Champion continuous improvement by fostering innovation, shared learning and lift capability across the organisation.
- Support procurement activities by applying innovative and proportionate approaches, while maintaining robust decision making, assurance, and outcomes.
- Develop and deliver engaging procurement training and practical guidance that builds confidence in applying innovative procurement approaches.

The Fundamentals

- Provide clear, practical, and timely advice to business units on procurement and contract management, tailored to the scale, risk and purpose of each activity.
- Enable business units to navigate procurement and contract management processes with confidence, providing proactive guidance and hands on support where required.
- Embed a consistent, organisation wide understanding of procurement roles, responsibilities, accountability, and good practice.
- Champion the introduction and implementation of a systematic approach to value management within councils work programme.
- Manage GETS administration and tender processes, ensuring efficient, compliant, and well-run tender events.
- Work collaboratively with external suppliers and internal stakeholders, maintaining a high levels of engagement and constructive working relationships.
- Maintain Council's delegation registers, ensuring they are accurate, up to date, and aligned with legislative, policy, and governance requirements.

Documents and systems

- Design, implement, and continuously improve simple, effective procurement frameworks, policies, and procedures that are future focused, innovation enabled, and aligned with legislative and best practice requirements.
- Maintain and enhance the Council's procurement and contract registers, ensuring information is accurate, accessible, and supports transparency and decision making.
- Develop and embed clear procurement accountability and assurance systems that enable good governance while supporting risk based and innovative approaches.
- Establish and manage preferred supplier panels and lists that enable efficient, consistent, and value driven procurement.

Reporting and compliance

- Embed compliance and good practice across all procurement and contract management activities, applying a proportionate, risk-based approach.
- Ensure compliance with all relevant legislative and statutory requirements, minimising risk and protecting Council from undue or unacceptable exposure.
- Prepare meaningful reports and performance indicators that provide insight into procurement performance and value for internal and external audiences, including Council.
- In conjunction with the business, develop and monitor key performance indicators for procurement management.

Health Safety & Wellbeing

- Promote a strong health and safety culture by proactively modelling our values and hold self and others to account to Consistently follow all health and safety policies and legislative requirements.

Council Contribution

- Actively contribute to the Capability and Transformation Group by performing duties as required, promoting a positive workplace culture, and participating in Emergency Management activities.



CAPABILITY & COMPETENCIES REQUIRED

SKILLS, KNOWLEDGE & EXPERIENCE

- A tertiary qualification or certification in Procurement Management or similar would be an advantage
- Proven experience in a similar role.
- Knowledge and understanding of government procurement rules and requirements with the ability to lead an organisation in this area.
- Strong ability to translate Government expectations into policy and procedure.
- Exposure to administering the tendering process and contract awards (RFX, ROI, RFP).
- Successful experience in reviewing processes and implementing changes that bring better outcomes and solutions to an organisation.

Drives Community Outcomes

Delivers impactful outcomes for the community by providing exceptional service, fostering meaningful Iwi relationships, integrating Te Reo Māori and tikanga, and continuously improving efficiency within the Horowhenua District Council landscape.

Delivery Focused

Delivers high-quality work with integrity, accountability, and efficiency, following through on commitments, engaging with Iwi where appropriate, and using digital tools effectively to achieve meaningful community outcomes.

Mana Enhancing

Builds trust by placing people at the heart of decisions, embracing diverse cultures, upholding high standards of professionalism, nurturing personal growth and self-care, and protecting the mana and integrity of relationships.

Connected

Builds strong, trust-based relationships across teams and the community through clear communication, collaboration, and cultural engagement, creating a connected and inclusive environment that drives better outcomes.

Resilient and Adaptable

Adapts to change with curiosity and resilience, maintaining focus under pressure, seeking diverse perspectives, and persevering to deliver the best outcomes for the community.



Alignment with our community outcomes



We uphold Te Tiriti o Waitangi and its principles and recognise the role of Mana Whenua as kaitiaki of their rohe. We support them to maintain and enhance tikanga with their ancestral lands and waterways, wāhi tapu and other taonga, and build mutually respectful partnerships with tangata whenua, supporting whanau, marae, hapū and iwi in achieving their aspirations.



We contribute to improving our natural environment for current and future generations to enjoy, and protect the important natural features in our district. We ensure our built environment supports the wellbeing of our people and manage competing pressures on resources sustainably.



We provide efficient, reliable and affordable infrastructure, developing and maintaining facilities and infrastructure to meet the needs of current and future generations. Our community facilities and infrastructure are resilient, helping us to respond to climate change and natural hazards, working with partners to develop infrastructure that enables growth.



We are business friendly, supporting diversity and resilience in our local economy and work with others to make our economy grow. We aspire for economic security for all of our people and seize growth opportunities for our district.



We value the diversity of our people, and how our district's heritage shapes our community's sense of identity and pride. We provide infrastructure, services, facilities and places to build resilient and connected communities where people of all ages and backgrounds feel included and safe. We are building collaborative relationships with service providers to enable all people to live positive and healthy lifestyles, encouraging our people to participate in local decision making.

