

TE WHAKAATURAKA MAHI / JOB DESCRIPTION

Position Title <i>Te tūraka mahi</i> :	Area <i>Te Tari</i> : Business Services
Procurement & Contracts Business Partner	
Reports to (title) <i>Ka whakaratatia e</i> : DED: Operations	SP10 placement : E Band

Primary purpose *Te take matua*

The purpose of this position is to support planning, sourcing and management of best practice procurement within Otago Polytechnic through the application of appropriate strategies, methodologies, systems, processes and tools across all stages of the procurement life cycle to drive value for money outcomes. The position has a strong delivery focus, particularly in working with contract business owners within the sourcing and management phases and will support where required.

Key responsibilities/accountabilities *Ko ngā takohaka matua / ko kā kaweka matua*

In order of importance, state the major responsibilities / accountabilities of the position and what is achieved

Key responsibilities / accountabilities <i>Ko ngā takohaka matua / ko kā kaweka matua</i>	Outcome Kā hua
Procurement	<ul style="list-style-type: none"> Act as the centre of procurement expertise for Otago Polytechnic, providing advice on policies, processes, systems, and best practice. Collaborate with other Tertiary Organisations to define where we can leverage beneficial working relationships for cost saving initiatives. Provide assurance across all procurement activities, ensuring compliance with Otago Polytechnic policies, All-of-Government (AoG) requirements, public sector good-practice guidance, and legislative obligations. Develop, implement, and maintain Otago Polytechnic's procurement strategy, aligned with organisational objectives, budgets, and strategic priorities, including an annual procurement plan for major contracts including areas where Otago Polytechnic can reduce costs. Provide oversight of, and strategic input into, high-value and/or high-risk procurement activities, including review of procurement plans and sourcing strategies. Develop and maintain procurement templates, tools, and documentation consistent with AoG requirements and organisational reporting needs. Partner with business owners to support the development of clear, fit-for-purpose business requirements and procurement approaches.

	<ul style="list-style-type: none"> • Build organisational procurement capability through training, guidance, and coaching, reducing variability in procurement maturity across the organisation. • Maintain constructive relationships with MBIE and sector partners to support collaboration, knowledge sharing, and alignment of procurement practices. • Provide advice to contract owners to support cost savings, efficiencies, and AoG collaboration opportunities. • Support internal and external audit activities (including OIA responses) relating to procurement. • Maintain Otago Polytechnic's GETS and procurement system access and accounts.
Contract for Service Management	<ul style="list-style-type: none"> • Develop, implement and maintain an organisational contract management framework, tools and guidance that reflect good practice, All-of-Government requirements, and Otago Polytechnic policies and strategic objectives. • Provide specialist advice and support to contract owners and other internal stakeholders across the full contract life cycle, including contract formation, performance management, variations, renewals etc. • Ensure all contracts for services are accurately recorded in OP's Contracts database, risks and key milestones have been identified, and review or renewal dates are have been managed and communicated. • Monitor supplier performance in collaboration with business owners, including identifying and addressing under-performance, managing disputes, and supporting continuous improvement and value realisation. • Support organisational capability by providing guidance, templates, and coaching to contract owners to strengthen contract management maturity and consistency across Otago Polytechnic. • Work collaboratively with Finance, People and Culture, and other stakeholders to ensure clear delineation between contracts for service and employment relationships, and alignment with organisational policies and delegations. • Allocation of work tasks to the Contracts & Payroll Technician.
Legislative Compliance	<ul style="list-style-type: none"> • Ensure that the legislative compliance related to contracts and procurement is understood and reflected within Otago Polytechnic • Ensure contracts are legally compliant, cost effective, efficient, commercially sound, and aligned with public sector procurement principles, escalating issues and facilitating access to external legal advice where appropriate. • Ensure contract and procurement activities are undertaken in accordance with AOG requirements

	<ul style="list-style-type: none"> Identify where legal advice is required and facilitate appropriately
Risk Management and Reporting	<ul style="list-style-type: none"> Monitor and report risk with procurement strategy and contracts framework Directly manage high-value, high-risk, or strategically significant contracts, ensuring contractual obligations, deliverables, and performance expectations are clearly defined and actively monitored. Provide reporting and insights on contractual matters, including risk, performance, compliance, and upcoming obligations, to internal stakeholders and governance groups as required.
Observe principles and practices of Equal Employment Opportunity and Diversity	<ul style="list-style-type: none"> Fair treatment in the workplace is delivered and observed
Fulfill Safety and Wellbeing responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Safety and Wellbeing Policies	<ul style="list-style-type: none"> Achievement of a healthy and safe work and learning environment New and existing hazards will be pro-actively identified and managed Incidents, accidents and occupational illnesses immediately reported Safe work methods will be adhered to including the use of Personal Protective Equipment
Fulfil our individual and collective responsibilities, accountabilities and expectations as outlined in The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021	<ul style="list-style-type: none"> Uphold the responsibilities outlined in The Education (Pastoral Care of Tertiary and International Learners) Code of Practice, contributing to a safe, supportive environment that prioritises ākongā wellbeing and success. Participate in required training to confidently apply the Code within your role. Integrate Te Tiriti o Waitangi principles and actively support equitable outcomes to create and support opportunities for ākongā voices to be heard, enabling responsive actions that meet ākongā needs and foster their achievement. Awareness to attain OP as an inclusive environment for all cultures and languages.
Fulfill Information Management responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Information Management Policy	<ul style="list-style-type: none"> Create, maintain and store full and accurate records of activities, transactions, and decisions carried out in the course of daily business. Records are to be disposed of only when legally authorised to do so, as per Disposal Authorities: DA424 and GDA 6 and 7 Otago Polytechnic records are not to be created or maintained in any personal or private cloud storage services (e.g. DropBox)
Demonstrate organisation's values on a daily basis	<ul style="list-style-type: none"> Alignment to organisation behaviours is adhered to ensuring consistency in approach and delivery of outcomes Our values are consistently demonstrated.
Inherent Requirements:	

Inherent requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job
- Meet the productivity and quality requirements of the position
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

Key working relationships <i>Kā honoka mahi matua</i>	
Key working relationships <i>Kā honoka mahi matua</i>	Nature and purpose of contact <i>Te āhua me te take o te honoka</i>
Deputy Executive Director: Operations	Formal Leader. Provide strategic and operational advice (both ways). Provide assistance and seek instruction on matter within remit of responsibilities
Te Kahui Manukura (Leadership Team)	Provide strategic direction for work and receive advice and support.
Finance Team	Sharing of information for the development of planning and identification of opportunities and risks
Contracts & Payroll Technician	Recipient of allocation and guidance for work in contracts area
Heads of College/Directors	Recipients of advice and support in contractual, legislative and risk areas
People and Culture	Liaising regarding contracts for service and employee contract decisions
Tertiary Organisations, Universities and ITPs	Collaboration for beneficial cost savings

Decision making authority <i>Kā rakatirataka whakatauka</i>	
Decisions expected <i>Kā whakatauka tūmanako</i>	Recommendations expected <i>Kā taunaki tūmanako</i>
Prioritisation of work load and portfolio to bring about maximum organization benefit	Priorities determined
Recommendations to delegated authorities around procurement decisions including All of Government contracts	Financial delegation holder receives advice in line with budget and delegation in a timely and accurate manner in line with AOG, legislation and Otago Polytechnic policies
Approval of contract for service offer letters	Recommendations to responsible people around legislative compliance requirements
When to seek external legal advice	Recommendations around contracts and procurement risk

Position dimensions *Kā āhuataka tūraka*

List the relevant financial and staffing dimensions for which this position is accountable.

- **Sales/revenue:** Nil
- **Budget:** \$5,000 maximum from leaders budget
- **Number of employees reporting directly:** task allocation

Selection Criteria – Knowledge & Skills *Whakariteka Kōwhiritaka - kā mātauraka me kā pūkeka*

Essential:

- Sound knowledge of Government Procurement Policy and Rules
- Strong understanding of procurement practices, ideally within a complex public sector environment
- Experiencing in planning and management a range of end-to-end sourcing processes, ideally using a variety of approach to market mechanisms
- Experience in managing contracts, including supplier performance management, using formal structured contract management processes and practices
- Proficient commercial acumen
- Good data and financial literacy
- Well-developed communication, influencing and relationship building skills

- Strong sense of community and community engagement
- Personal resilience with the ability to work independently
- Highly customer people focused
- Demonstrated track record in building productive relationships with stakeholders and suppliers

Desirable:

- Knowledge and/or experience working in procurement in the vocational education sector or tertiary education sector

Selection Criteria – Education and Experience	<i>Whakariteka Kōwhiritaka - kā kuraka me kā wheako</i>
--	--

Essential:

- Demonstrated experience in procurement and contract management within the public service/tertiary sector.
- A tertiary qualification at Bachelor level in a relevant discipline is required or equivalent experience.

Personal Attributes	<i>Kā Āhuratanga Whaiaro</i>
----------------------------	-------------------------------------

- Be personally effective: a self-starter who sets high standards for self and is willingly accountable for their own performance.
- Be a team player, able to balance the interests of their own portfolio with the wider interests of Otago Polytechnic.
- Be an effective Te Tiriti o Waitangi partner by supporting the values and tikaka of mana whenua throughout your mahi
- Facilitative and collaborative leadership style
- High level of professional and ethical conduct
- Effective time management skills
- Initiative, enthusiasm and a positive attitude
- Proven ability to work under pressure.
- Flexible, responsive and customer orientated manner

This position description outlines the key accountabilities/ responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.