

APPENDIX ONE:
Job Description

POSITION TITLE:	Procurement Manager
LOCATION:	Head Office, Tauranga
PEOPLE LEADER:	General Counsel

At Craigs (CIP) we are focused on helping our clients to achieve their financial goals and grow their wealth. We believe that where a client's financial future is concerned, our people are fundamental to achieving this. Our collective skills, knowledge and commitment means that we can provide the best possible outcomes for our clients.

The key focus of the Procurement Manager is to lead the strategy and execution of all procurement activity that supports CIP's business objectives and growth strategies. The role is required to manage sourcing activity, actively engage and manage commercial negotiations with suppliers, influence stakeholders across the business, and drive to deliver value and purposeful outcomes. Reporting to the General Counsel, this is a critical role that creates value through effective internal business partnering, supplier management, commercial negotiations, and integration of business opportunities. The role is required to translate the CIP business strategy (with a focus on digital transformation) into actionable steps, delivering beneficial commercial outcomes for the business and deepening collaborative working with internal stakeholders & external supply partners.

The role is required to deliver sustainable cost management outcomes through the development of supply solutions to support all parts of the business, with a particular focus on supporting CIP's Digital Business team. Supplier performance & risk management, supplier ethics and assurance, supporting new service/product development, and enhancing working capital are also key.

WHAT I DO

PROCUREMENT

- Partner with all parts of the CIP business, with a particular focus on supporting CIP's Digital Business team, to understand business priorities and objectives, drive cost and efficiency and act as a champion for business needs within a procurement context.
- Develop and implement a robust procurement framework and provide ongoing procurement and commercial expertise to support the balance sheet and project portfolio execution, supported by effective advocacy to/from the supply market.
- Review procurement performance, supplier/supply market insights, and overall category performance. This may include driving performance improvement plans arising from KPI/compliance reporting for both value delivery and contract and process execution.
- Identify impactful opportunities for procurement to deliver value, positioning these opportunities with cross functional teams for review and delivery.
- Deliver end-to-end procurement lifecycle tasks, including Request for Proposal (RFP) processes, ensuring outcomes are delivered and business stakeholder's procurement needs are met.

- Act as the single point of accountability for CIP across all spend categories and ensure the connectivity to other cross functional teams. As part of this interaction, the Procurement Manager will develop demand forecasts, including key business priorities and focus areas.
- Support internal stakeholders with active management of commercial negotiations and contractual arrangements with external suppliers.
- Facilitate the effective allocation of capital, development of business plans and coordination of business performance interventions to ensure a consistent delivery between strategic aspirations, operational forecasts and delivered outcomes.

LEADERSHIP & STAKEHOLDER MANAGEMENT

- Work with the General Counsel, Chief Technology Officer, Executive Committee, Accountable Executives, senior management, and other internal and external stakeholders, to assess procurement requirements and deliver appropriate solutions.
- Working with vendors and relevant internal stakeholders, taking an active role in the onboarding or transition of supplier relationships and associated new contracts, as well as supporting the transition-out of terminated contracts.
- Identify, assess and implement cost-saving opportunities and supplier efficiency and effectiveness initiatives.
- Develop a governance framework for managing supplier performance and for the development of key relationships and partnerships.
- Advise on contractual obligations, contractual solutions and manage commercial contractual negotiations, with a particular focus on IT contracts.
- Develop a supplier ethics and assurance programme to support CIP's ESG objectives and obligations.

PLANNING & DELIVERY

- Partner with business stakeholders to create a business demand plan across different horizons to better understand business objectives, priorities, and requirements in the short, medium and long term.
- Provide transparency into the Procurement value delivery plan (savings, risk mitigation, supplier innovation, working capital, social procurement) with key stakeholders and ensure alignment to the business and procurement planning cycles.
- Report to business stakeholders on the performance vs. agreed annual targets set in relation to agreed value streams such as cost or risk.
- Provide business stakeholders with appropriate procurement category expertise and subject matter knowledge (supply models, commercial constructs), partnering with business stakeholders to create supplier or category strategies as required.
- Deliver internal and external reporting, training and insights to continue to meet our regulatory obligations, supporting key programs and strategic goals.

CATEGORY MANAGEMENT

- Drive and advance the integration of procurement category management across all parts of CIP.
- Manage digital transformation activities and other strategic projects as they relate to third party suppliers across relevant parts of CIP.
- Understand and analyse current spend and identify opportunities to streamline and deliver savings across all spend types (OPEX, CAPEX), on all categories (Directs and Indirects) and across all entities in the CIP.

- Lead the identification and selection of appropriate suppliers with the correct capability, scope and scale to ensure that CIP can achieve its strategic objectives and goals.
- Lead end to end process of source to contract including project management, risk management, commercial strategy, contract negotiation and advisory.
- Implement a supplier performance and supplier relationship management governance structure that optimises supplier performance whilst serving as a platform for relationship growth & partnering, supplier led innovation and value delivery. Support AEs and Risk team with Supplier Service Reviews
- Enhance purchase to pay (P2P) processes and systems to ensure efficient, timely and cost-effective processing of supplier payments.

SOURCING & SUPPLIER MANAGEMENT

- Create and execute sourcing activity for the business from time to time, in alignment with CIP's strategic operational plan.
- Support sourcing outcomes by driving contract implementation to handover, ensuring a smooth implementation into the business
- Drive Supplier Performance management and contract compliance activity as required to ensure the business is receiving the value derived from procurement programs and activities
- Ensure purchasing channel and process compliance to category strategies and executed contracts, intervening as necessary to ensure maximum compliance with bp processes and category strategies in line with compliance plan
- Adopt a flexible, risk adjusted approach to strategic procurement management. Significantly strengthen business partnerships and involvement in strategic decision making.
- Introduce more channels for supplier and procurement innovation and value add.
- Identification of correct value drivers for procurement to be closely linked to CIP's overall business objectives, as well as the economic environment.

GENERAL DUTIES AND RESPONSIBILITIES

- Operate within the parameters of the NZX rules and regulations, CIP's FMA licence obligations, relevant legislation and CIP procedures and policies.
- Maintain a high level of competence with Craigs Investment Partners' systems.
- Follow company policy and process to ensure client information is protected against loss, unauthorised access, use, modification of disclosure.
- Maintain the core competencies as set down by the Company from time to time.
- Complete all Company educational requirements as required for the role as set by the Company.
- At all times follow Company prescribed administrative processes and policies, including use of supporting systems.
- Act professionally, ethically and work co-operatively and constructively within the framework of the Company structure.
- At all times act with integrity and treat clients fairly and respectfully.
- Any other tasks as requested by your manager, or executive internal stakeholders from time to time.

WHAT I VALUE

Our Values



We are
stronger
together



We
strive for
excellence



We put
people
first



We do
what's
right

At Craigs, we pride ourselves on creating an environment where our people feel they belong and can bring their best self to work and feel valued. We grow as a team and with our clients and are always looking to support our communities – both internal and external. Our values build the foundation of how we work and how we provide great outcomes for our people and clients.

WHAT I BRING

Qualifications	<ul style="list-style-type: none">• Bachelor's degree in supply chain management, logistics, business administration, or related field.
Knowledge/Experience	<ul style="list-style-type: none">• Preferably +10 years of experience in a procurement role or supply chain management, in a corporate or commercial environment• Experience running end-to-end procurement processes, including RFP and vendor management.• Commercial negotiation expertise in relation to contractual arrangements (IT procurement experience desirable)• Financial services industry experience (desirable)• Experience in a regulated market or industry (desirable)
Key Skills and Attributes	<ul style="list-style-type: none">• Highly motivated, collaborative, resilient individual capable of working in a dynamic and highly regulated industry• Ability to establish and maintain strong relationships with a diverse range of internal and external stakeholders• Proven analytical skills, with an ability to translate insights into actions• Extensive negotiating and problem-solving skills, with innovative and flexible solutions delivered through change leadership• Pro-active and delivery focussed with excellent influencing abilities and listening and communication skills – both written and verbal• Excellent time management with the ability to work autonomously, under pressure, manage multiple priorities and deliverables• Energetic with a commitment for ensuring the delivery of a high-quality client experience• Proficient at working independently as well as with supply partners, account executives, and external supply chain parties etc.