

Position Description

Procurement and Contracts Manager

Reports to Hautū Finance and Performance	Location Wellington	Band 17	Date October 2024
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Role Overview

The Procurement and Contracts Manager is the steward of enterprise procurement at Education Payroll. This role is responsible for managing the procurement process, supporting the negotiation of contracts and ensuring compliance with regulations and organisational policies to secure goods and services efficiently and cost-effectively. A solid understanding of the financial impact of procurement decisions is essential to effectively support the broader strategic goals of Education Payroll.

The role is also responsible for supporting supplier relationship management, including management of IT suppliers working alongside the relevant ‘Head of’ in Digital and Technology.

Key Responsibilities and Accountabilities

Contract Management	<p>Negotiate terms and conditions with suppliers, draft contracts, and ensure compliance with legal and regulatory requirements throughout the contract lifecycle.</p> <p>Assess risks associated with procurement activities, such as supply chain disruptions or contractual disputes, and implement strategies to mitigate these risks.</p>
Enterprise and Technology Procurement	<p>Identify potential suppliers, conduct market research, and manage relationships with vendors to ensure procurement of high-quality goods and services at competitive prices.</p> <p>Conduct cost-benefit analysis and develop budgets to optimise spending and achieve cost savings in procurement activities.</p> <p>Ensure compliance with procurement policies, procedures, and regulations.</p> <p>Maintain accurate records and documentation of procurement transactions.</p> <p>Participate in audits and reviews as needed.</p>

Supplier Relationship Management	Collaborate with and support leaders to establish and maintain positive relationships with suppliers and potential suppliers.
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Leadership Expectations

Lead Self	<p>Demonstrate the Education Payroll values - Treat everyone with respect; work as a team; make things easier; improve through understanding; learn through doing.</p> <p>Maintain positive relationships.</p> <p>Hold yourself accountable.</p> <p>Be agile and adaptive.</p> <p>Show courage.</p>
Lead EDUCATION PAYROLL	
Strategic Planning	Actively contribute to creating and maintaining a strategy that aligns actions, plans and resources with business objectives.
Financial Management and Strategic Financial Management	<p>Make decisions that support the effective use and control of Education Payroll financial resources, within budget and delegations.</p> <p>Ensure financial decisions align with the long-term goals of Education Payroll, maximise value and mitigate risk.</p>
Contract and Supplier Relationship Management	Actively manage contracts for supplies and products in a way that ensures delivery in accordance with the agreed performance standards and provides value for money for Education Payroll.

Required Experience, Skills and Knowledge

- Bachelor's degree in business, finance with is Chartered Institute of Procurement & Supply (CIPS) related professional industry membership preferred.
- 5 years' experience in a similar role, encompassing management of high value service contracts, procurement, commercial or investment management.
- Relevant digital/technology procurement experience
- Experience managing supplier relationships to ensure contracts are delivered as agreed.
- Proven negotiation skills with the ability to secure value for money contracts.
- Able to support leaders through the procurement and contract management process.
- Able to support strategic outcomes for the organisation.
- Understanding of public service procurement regulations and best practice.
- Excellent negotiation, communication, and interpersonal skills.

