

Procurement Advisor

Position Description

The Teaching Council of Aotearoa New Zealand is the professional body for all teachers. We are independent, and act in the interests of teachers to enable and support leadership to teachers and direction for the education profession, including teacher education and continued professional and leadership development.

We establish and maintain criteria for teacher registration, standards for ongoing practice, and criteria for the issue of practising certificates of different kinds. Alongside this, we monitor and maintain the requirements relating to conduct, competence and impairment, and establish and maintain a code of professional responsibility for teachers.

Our Vision

To strengthen the mana of teaching, so teachers can change lives.

Our Behaviours

- Whaihua i a tātou anō
Value our colleagues by listening and being open to what they say.
- Mahi ngātahi
Work together with integrity by respecting each other and the profession
- Whai whakaaro ki ngā mahinga katoa
Adopt a solution focussed attitude when working with others
- Whakarangatira i ngā iwi katoa
Honour our bicultural partnership by being culturally competent
- Whakaaturia te mana Māori me te Ahurea ki ngā reanga katoa o te Kaunihera
Demonstrate and foster leadership at all levels of the council

Our Values

- Whakamana
Empowering all learners to reach their highest potential by providing high-quality teaching and leadership
- Manaakitanga
Creating a welcoming, caring and creative environment that treats everyone with respect and dignity
- Pono
Showing integrity by acting in ways that are fair, honest, ethical and just
- Whanaungatanga
Engaging in positive and collaborative relationships with our learners, their families and whānau, our colleagues and the wider community

Summary

Position Title	Procurement Advisor
Reports To	Chief Financial Officer
Financial Delegation	None
Direct Reports	None
Purpose	<p>To provide procurement advice and support to Teaching Council managers and teams, including working collaboratively to perform needs analysis, develop sourcing strategies, establish procurement plans and manage high quality procurement processes that deliver tangible value in relation to a procuring a wide range of commercial, legal, ICT, research and educational services.</p> <p>This role is responsible for improving supplier and service delivery management, identifying opportunities to reduce risk and achieve improved value for money for commercial and education outcomes.</p>
Date	May 2024

Key Relationships

External	Nature of relationship
Ministry of Business, Innovation and Employment	<ul style="list-style-type: none"> • Liaises and informs
Ministry of Education, Procurement team	<ul style="list-style-type: none"> • Liaises and informs
Vendors	<ul style="list-style-type: none"> • Liaises and informs
Other agencies procurement functions	<ul style="list-style-type: none"> • Liaises and informs
Internal	Nature of relationship
Executive team	<ul style="list-style-type: none"> • Information, advice, and support
Managers and staff	<ul style="list-style-type: none"> • Information, advice, and support
Chief Finance Officer	<ul style="list-style-type: none"> • Reports to

Key Result Areas

Jobholder is responsible for	Jobholder is successful when
Planning	<ul style="list-style-type: none"> • Develops and maintains sourcing plans for supplier management. • Clarifies specifications for key products and services. • Investigates the technical and commercial options for fulfilling the requirements, including possible sources of supply, and agrees the preferred options and potential suppliers with the business. • Implements, maintains and disseminates procurement strategy, policy, standards, methods and processes. • Advises on policy and procedures covering the selection of suppliers, tendering and the end-to-end procurement life cycle.

	<ul style="list-style-type: none"> • Supports the appropriate management of conflicts of interest within procurement processes. • Supports the application of delegated financial authorities within procurement processes.
<p>Supports Managers to ensure public sector best practice procurement processes are followed</p>	<ul style="list-style-type: none"> • Supports procurement tender, evaluation, and acquisition processes with expert assistance as required. • Supports procurement negotiations with preferred suppliers, drafting contracts and technical schedules, and developing acceptance procedures and criteria. • Maintains a broad understanding of the commercial environment and wider education sector suppliers and stakeholders. • Maintains an understanding of public sector procurement processes and guidelines. • Supports the liaison between the organisation and designated supplier(s) for the provision of goods and services using approved procurement processes. • Supports the inclusion of appropriate sustainability goals into procurement processes.
<p>Contract administration and reporting</p>	<ul style="list-style-type: none"> • Drafts and manages appropriate contracts with suppliers based on approved AoG templates to meet key performance indicators and agreed targets. • Supports supplier monitoring and reporting for contracted goods and services. • Supports the timely review of Council procurement related policies, procedures, and guidelines. • Supports the training of Council staff in understanding procurement processes and procedures.
<p>Projects and other duties as required</p>	<ul style="list-style-type: none"> • Projects meet the requirements of the Council and are delivered in time, on budget with appropriate risk management. • Ad-hoc duties are carried out as requested
<p>Health, Safety and Wellbeing</p> <p>Complying with the responsibilities under the Health and Safety at Work Act 2015.</p>	<ul style="list-style-type: none"> • A healthy, safe and wellness-oriented workplace is maintained by setting a good example to team members in relation to HSW practices and policies. • Health and safety issues that may impact on the team or wider organisation are identified and reported.

Person Specifications

Qualifications	
Essential	Desirable
CIPS (level 4) or equivalent qualification in procurement; or other relevant degree – e.g. commerce, law	MCIPS (level 6) or equivalent qualification in procurement
Knowledge and Experience	
Essential	Desirable
2 - 3 years procurement experience in a government, social sector and/ or commercial setting	Experience in risk management and mitigation.
	Experience in building organisational capability.
2 -3 years' experience leading relationship management with vendors, internal clients and external stakeholders	Experience in a range of procurement categories including commercial, ICT, research and educational services.
Key Skills	
<p>Expert Level</p> <ul style="list-style-type: none"> • Technical procurement skills covering all aspects of procurement lifecycle. • Commercial and financial acumen. • Negotiating and influencing. • Communication. 	
<p>Advanced Level</p> <ul style="list-style-type: none"> • Able to translate business requirements into a procurement strategy. • Relationship management. • Project management. 	
<p>Working Knowledge</p> <ul style="list-style-type: none"> • Te Tiriti o Waitangi and its relevance and application in the workplace and the education sector. 	