

## The Role

Location:	Wellington	Team:	Commercial and Property
Grade:	17	Reports to:	Manager, Commercial
Employment:	Permanent	Direct Reports:	Nil

## Responsibilities

The Corporate Services Group provides organisation-wide functions (i.e. finance, information and communication technology, commercial, legal, governance and property) that deliver business support services which enables our desired outcome and our purpose to mobilise New Zealanders to be world leaders in clean and clever energy use.

The key objective of this position is to maintain EECA's procurement policy and processes and contract management systems, processes and procedures. The role ensures that EECA complies with government procurement policy and has a suite of robust contracts that are aligned to its requirements.

The Senior Procurement Advisor works across EECA, to ensure that procurement is undertaken appropriately and that contracts are issued correctly and managed effectively for their duration, as well as to support and educate EECA staff involved in procurement processes.

## EECA's Purpose and Behaviours

### Our Purpose

EECA's purpose is to mobilise New Zealanders to be world leaders in clean and clever energy use. We are Te Tari Tiaki Pūngao – Guardian of the energy. This means we have a responsibility to ensure that all of New Zealand recognises that the energy we save now will be an asset to our future, in a multitude of ways. We want a sustainable energy system that supports the prosperity and well-being of current and future generations.

In order to get there, our strategic focus areas are:

- Productive and low emissions business
- Efficient and low-emissions transport
- Energy efficient homes
- Government leadership
- Engage hearts and minds

More information on who we are and what we do is available on our website [www.eeca.govt.nz/about-eeca](http://www.eeca.govt.nz/about-eeca)

### Our Behaviours

EECA has identified four behaviours that will help us succeed. We will be looking for applicants that can demonstrate these behaviours.



Open to the new



Stand in others' shoes



Believe in 'we' not 'me'



Deliver the goods



## Key Result Areas

- Provide strategic procurement advice to EECA
- Provide oversight and management of the total supplier and contract landscape
- Lead significant procurement processes
- Ensure all contracts comply with All of Government (AoG) Procurement’s policies and processes
- Maintain a suite of effective contract templates, schedules, milestones, reporting and guidelines as part of the contract management framework
- Participate in the scoping of new initiatives and programme plan frameworks so as to develop robust procurement plans and contracts that reflect the needs of the initiatives
- Mitigate EECA’s exposure to risk through robust contract management
- Provide process framework and advice on contracts and assist with negotiation of contracts and variation of contracts
- Develop improved staff understanding of EECA’s contractual obligations, and the importance of being engaged through the life of the contract.
- Assist with training, development and induction for staff involved with procurement and contract processes
- Develop and maintain strong, collaborative working relationships with internal and external stakeholders
- Ensure that constructive and collaborative relationships exist between the Commercial and Property Team and other parts of the organisation to ensure open communication and sharing of information.

## Key Competencies

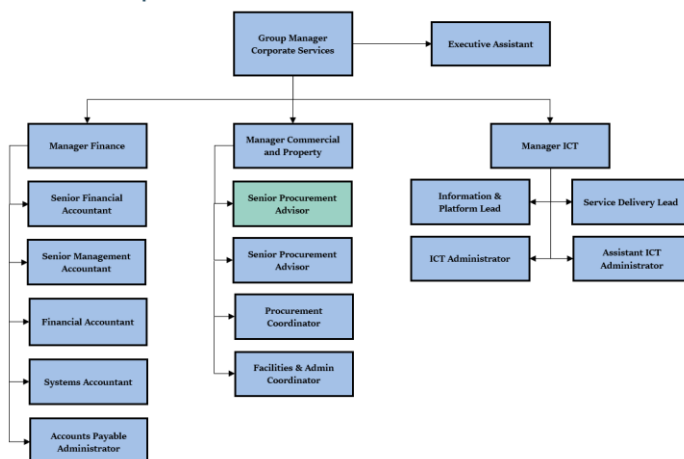
- Commercial orientation
- Dealing with ambiguity
- Finding solutions
- Planning and priority setting
- Communication
- Strong customer service

## Relationships

It is expected that effective working relationships are established with relevant EECA staff and external stakeholders.

Where your position fits

Corporate Services Group



### Key Internal Relationships

- Wider Leadership Group
- Corporate Services Group
- Business Group

### Key External Relationships

- Ministry of Business, Innovation and Employment
- Suppliers
- Other Government departments/agencies

## Educational Qualifications, Experience and Skills Required

- Relevant tertiary qualification or equivalent knowledge, skills and experience.
- Understanding of government procurement policies.
- Procurement and negotiation skills.
- Ability to build and maintain positive stakeholder relationships and effective networks across and within organisations.
- Ability to read, understand and interpret complex documents, including legislation, financial, numerical, and business information.
- Well-developed verbal and written communication skills.
- Sound judgement and organisational awareness.
- Ability to operate independently.
- Be flexible, adaptable, and pragmatic.

## EECA's Working Environment

A policy of equal employment opportunity operates and EECA provides a work environment that is free from discriminatory practices and encourages all employees to reach their full potential.

As a good employer, EECA takes its Health and Safety responsibilities seriously and all staff are expected to comply with all Health and Safety policies and practices, as part of their employment.

### Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātaḥono me ngā tikanga matua o Te ratonga tūmatanui i roto i ā mātou mahi.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki

<https://www.publicservice.govt.nz/about-us/>

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at: <https://www.publicservice.govt.nz/about-us/>

