



# PROCUREMENT & CONTRACTS MANAGER

SOUTH WAIKATO DISTRICT COUNCIL

AUGUST 2025

## VISION

*A thriving community and robust economy that outpaces the rest of NZ*

## GOALS

- 1. More people own their own home than ever before*
- 2. More people participate in community activities and events than ever before*
- 3. No waste or rubbish leaves the district*
- 4. Our economy grows faster than anywhere else in the country*
- 5. All our young people are in education or employment*

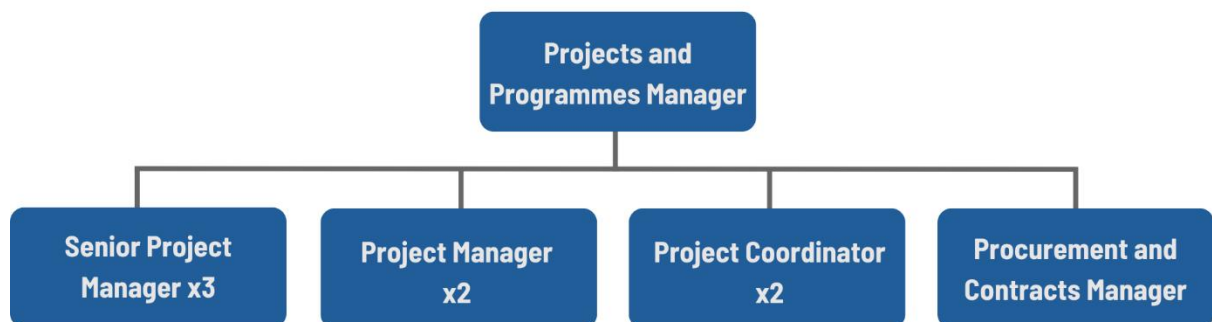
## POSITION

### *Procurement & Contracts Manager*

To lead development and review of Council's procurement policies to ensure we are compliant with all regulatory requirement, industry standards as well as ensuring efficiency and efficacy in how we secure goods and services.

POSITION SIZE:	19
REPORTS TO:	Projects and Programmes Manager
GROUP:	Delivery
POSITION APPROVAL:	Executive Manager – Delivery
NUMBER OF DIRECT REPORTS:	0
TENURE:	Permanent Full Time
FINANCIAL DELEGATION:	

### TEAM STRUCTURE



## ACCOUNTABILITIES & OUTCOMES

- Identify improvement in procurement and contract management processes.
- Develop and maintain clear tender processes offering guidance on the most effective procurement methods.
- Support contract negotiations as well as ensuring consistent contractor performance reporting is undertaken and captured to inform future tenders.
- Ensure procurement processes comply with legislation, standards and practices.
- Lead continuous improvement of the procurement and contract management functions.
- Produce and update procurement templates to enable staff to undertake comprehensive tender processes through a consistent approach and to expected industry standards.
- Establish supplier panels to manage the enablement of continued best value for Council
- Tenders are evaluated in a thorough manner that meets Council's tender requirements
- Supplier panels are established and managed to enable continued best value for Council's activities.
- Risk associated with procurement activities are identified and mitigated.
- Establish and maintain effective contract management processes.
- Contract activities are supported across the Council and assistance is available to plan all project and contract activities across the organisation, to enable contracts to be implemented and managed correctly.
- Undertake reviews of completed tender documentation, ensuring relevant stakeholders are appraised of risks.
- A customer focused approach is provided to all customers and key stakeholders with professional, accurate and relevant information provided.
- Ensure that goods and services procured provide the best value for money.

## SUCCESS MEASURES

- Procurement and contract management process are effectively implemented in alignment with Council strategy and policies.
- Timely and accurate reports are available to stakeholders.
- Savings are achieved by effectively utilising procurement services.
- Continuous improvement of contract and procurement activities is in place.
- Guidance is provided for managers on procurement and contract matters including advising on appropriate processes.
- Support is provided for processing long-term and one-off contracts.
- New innovations are identified for ongoing system improvement.
- Relationships and information flow across teams improve.

# ABOUT YOU

## REQUIREMENTS

A relevant tertiary qualification  
in a related field e.g  
engineering, or procurement

5+ years' experience in  
procurement and/or contract  
management

Understanding of local  
government procurement  
strategies

## ABILITIES

- A thorough understanding of commercial contract frameworks
- A solid background in contract/procurement management working in a complex organisation
- Experience procuring services and other relevant contract types that will best support Council's engagement for goods and services
- Proven ability to lead and influence a wide range of internal and external stakeholders
- Demonstrated experience in managing, contract disputes and/or poor contractor performance
- Strong written communication, multitasking, and prioritisation skills
- Proactive, solutions-focused, and highly organised

## BEHAVIOURS



Going the extra mile for our  
customers



Strong internal and external  
relationships



The principles of Te Tiriti o  
Waitangi



Participating in Council's  
Civil Defence response

**::SIGNATURE::**

Signed: ..... Dated: .....

**NAME**