

Role Description

Role Details	
Title	Supplier Advisor
Manager Title	Category Lead or Procurement Best Practice and Commercial Lead
Directorate and Group	Procurement, Business Services; Organisation Support Group
Band	E
Date	June 2023
Approved By	Director, Business Services

Public Service

Ka mahitahi mātou o te ratonga tūmatanui 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 mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

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.

About DOC

The Department of Conservation *Te Papa Atawhai* (DOC) protects and sustains nature for current and future generations. Our purpose is to ensure that Papatūānuku thrives. We do this by:

- Protecting land, species, ecosystems, and cultural heritage for conservation purposes
- Managing threats and adverse impacts
- Being a voice for conservation
- Connecting people to nature

All New Zealanders have a role in keeping nature healthy. We partner with whānau, hapū and iwi and collaborate with commercial partners, NGOs, volunteers, and government agencies to improve conservation outcomes.

Role purpose

The purpose of this role is to identify, select, and manage appropriate suppliers and evaluate their performance, and provide expert advice to internal customers to ensure the best value to Te Papa Atawhai.

Key working relationships

Internal	External
Procurement Best Practice and Commercial Lead Category Leads Senior Supplier Advisor National Procurement Manager Key Stakeholders Business Owners Project Managers All DOC staff who procure	Suppliers

General

Employees are required to respond to DOC's changing needs, performing other tasks as reasonably required.

DOC may make reasonable changes to the role in consultation with the role holder.

You are required to maintain a strict sense of personal ethics, maintain confidentiality and privacy, and abide by DOC's Code of Conduct.

Accountabilities

Accountability	This includes....
Procurement category advice and support	Gathering and interpreting market research data and generating reports to understand category market dynamics and presenting findings to stakeholders Analysing procurement spend to decrease costs, increase efficiency, or improve supplier relationships Liaising with business groups on requirements, understand what represents value for money and how other category objectives can be achieved Producing procurement plans aligned to category and functional strategy, incorporating market research Delivering best practice contract lifecycle management, and fostering cohesive and transparent supplier relationships to deliver joint value creation Supporting establishment of supplier panel(s) and establishing preferred supplier relationships through primary procurement processes Supporting the organisation with secondary procurements from panels and preferred suppliers Setting up key performance measures and reporting requirements for preferred suppliers as part of contracts Compiling key performance measures and panel self-reporting

Accountability	This includes....
	Reviewing existing contracts with suppliers and vendors to ensure on-going feasibility Undertaking supplier relationship management activities for Tier 2 and 3 suppliers, ensuring fully engaged suppliers who bring solutions and innovation to the relationship Develop improvement plans with suppliers, business stakeholders and procurement colleagues
Build and maintain effective stakeholder and customer relationships	Working collaboratively with teams across DOC and contributing effectively to cross-functional teams Building and maintaining effective relationships with key individuals and groups from relevant sectors and organisations Managing supplier relationships and contracts well and driving innovation, added value and benefit realisation for DOC Seeking out opportunities to build and maintain effective working relationships with other managers and staff to transfer knowledge and learning to the wider organisation Representing DOC and coordinating cross-agency initiatives within area of responsibility Effectively managing conflicts by focussing on meeting customers' needs and identifying opportunities for resolution
Work management and delivery	Engaging regularly and appropriately with the market and suppliers ensuring the best possible commercial outcomes for DOC are achieved Providing expert, robust guidance to DOC that is considered, pragmatic, innovative and consistent and which meets or exceeds DOC's requirements Delivering on tasks as set out in work plans, performance expectations, and task assignments Identifying critical issues and risks and ensure they are constructively raised and addressed Managing knowledge and information to ensure it is secure, current and appropriate access protocols are applied Taking all practical steps to ensure your own safety and the safety of others in the workplace

Capability

Capabilities Required	
Specialist skills, knowledge, and qualifications	Skilled and experienced in procurement and supplier management Experience in cooperative, partnering relationships with key stakeholders or suppliers driving innovation, added value and benefit realisation Skilled in influencing and negotiating with stakeholders, suppliers, and senior managers

Capabilities Required	
	In-depth knowledge of preparing and reviewing contracts and negotiating terms Experience working with a major ERP system such as SAP or Oracle Excellent analytical and problem-solving skills Strong and proven presentation skills Wider business understanding and how managers can and should be engaged Proficient in the Microsoft Suite, including Excel, MS Teams, or other collaborative applications Understanding of Government Procurement Rules Tertiary qualification in supply chain management, logistics, or business administration or commensurate experience in procurement and/or the commercial sector preferred
Collaboration, relationship building, communication and interpersonal skills	Excellent stakeholder engagement, and internal influencing skills Ability to interact productively with a wide range of people Recognises importance of seeking and considering other perspectives Able to work effectively with peers to solve problems Gains trust easily and supports peers Demonstrates and fosters collaboration across teams
Organisation contribution	Provides considered feedback and input to decision making Identifies and suggests opportunities to do things differently Proactively seeks to understand organisational or wider context of own role
Delivering results	Plans and organises work to deliver on objectives High personal and professional standards and accuracy
Treaty Partnership	Understands where the Māori Crown relationship is important to DOC Able to use day-to-day tikanga at work, e.g. waiata and pepeha Knows to seek advice or support when required

You are required to comply with the standard operating requirements of DOC, i.e., you must comply with the financial, health and safety, legal, people and other delegations set out in Standard Operating Procedures, policies, and instructions (refer to the Intranet for further information).