

Position Details	
Position Title	Purchasing Officer
Manager's Title	Purchasing Team Lead
Manager Once Removed	Supplier Sourcing Manager
Unit/Group	Business Support, Corporate Services
Salary Band	C
Date	May 2022
Line/Service/Support	Service

Public Service

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa

I āianeī, 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 hāpori, 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.

Te Kaupapa a Te Papa Atawhai

At Te Papa Atawhai, we express our spirit of service and serve Aotearoa through our purpose, *Papatūānuku Thrives*. Te Kaupapa a Te Papa Atawhai puts nature and people at the heart of everything we do. Te Kaupapa is anchored by te reo Māori and te ao Māori, recognising that Te Tiriti o Waitangi and our relationship with our whānau, hapū and iwi are central to all our work.

Role Context

The Purchasing team is part of the Corporate Services Group providing effective and efficient business systems, tools and support.

The Purchasing Officer is part of a procurement team and ensures the accurate and timely processing of purchase requisitions, purchasing contracts, blocked invoices and amendments to purchase orders as required.

Role Purpose

To action purchasing requests for goods and services and create purchase orders.

Key Accountabilities and Deliverables

Responsibilities of this position are expected to change over time as DOC responds to changing needs. The incumbent will need the flexibility to adapt and develop as the environment evolves. This includes performing any other reasonable duties as required.

Accountability areas	Activities	Performance indicators
Purchasing processing and workflow management	Load and manage purchasing contracts Process purchase requisitions, blocked invoices and amendments to purchase orders as required Capture, collect and prioritise all workflow to ensure work is completed within agreed timeframes Ensure that set purchasing processes are followed and suggest improvements where necessary Resolve queries and change requests to purchase orders, goods confirmation and contracts within service delivery timeframes Action special requests to create purchase orders following their approval Identify opportunities for internal purchasing catalogues to be established	Requests are processed in an accurate and timely manner in accordance with business rules You ensure appropriate suppliers are used with a view to ensuring value for money You comply with organisational procedures, systems and processes
Customer service and collaboration	Engage with staff to identify appropriate suppliers Provide purchase requisition/order technical expertise to other staff Build and maintain effective relationships with staff across the Department Assist with regular reviews of purchasing trends	You are seen to be knowledgeable, helpful and customer focused
Safety and Wellbeing	Contribute to DOC's Health and Safety systems and practices, including Job Safety Analysis Contribute to a strong safety culture and achieving DOC's goal of developing an injury free workplace Take all practical steps to ensure your own safety and the safety of others in the workplace Take into account conditions that affect own and others' health and safety Take a proactive approach to managing your own and others' wellbeing	You comply with the Department's Health and Safety policy and guidelines
Engagement with whānau, hapū, iwi	Have effective relationships with and work collaboratively alongside whānau, hapū, iwi	You receive positive feedback from whānau, hapū, iwi

Accountability areas	Activities	Performance indicators
DOC and Team Contribution	Display good team member behaviours Contribute to an inclusive, trusting and respectful team environment Work with your team leader and manager to deliver against organisational priorities, and to further the objectives of the team Use team process effectively Behave in a way that aligns with DOC's kaupapa Abide by DOC's standard operating procedures Work collaboratively with other teams across DOC and contribute effectively to cross-functional teams	You behave in accordance with the Standards of Integrity and Conduct You can tell the 'Conservation Story' at your place i.e. how your work is contributing to the stretch goals You are seen as a team player You have effective relationships across DOC
Work Management and Delivery	Deliver on tasks as set out in work plans, annual expectations, task assignments and Monthly Operating Reviews (MOR) Identify critical issues and risks and ensure they are constructively raised and addressed Manage knowledge and information to ensure it is secure, current and appropriate access protocols are applied	Work plans are delivered on time, to specifications and within budget Managers are aware of obstacles to achievement of performance goals You adhere to DOC's information management protocols
Stakeholder and Customer Engagement	Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations Represent DOC and coordinate cross-agency initiatives within own area of responsibility	Your opinion is sought by others You receive positive feedback from customers and stakeholders

Capabilities for success

Delivering results; whakatīnanatia

Plans and organises work effectively

High personal and professional standards, and concern for accuracy

Identifies and suggests opportunities to do things differently

Knowledge and awareness of situations; identifies relevant context to develop robust recommendations and make sound decisions

Working with others; whakawhānaungatanga

Works cooperatively and collaboratively with others across DOC

Connects with others, builds trust and listens

Shares learnings and experiences with others

Communicates in a clear and engaging manner and gets others on board

Understands the implications of the Treaty on today's society and conservation

Personal attributes

Integrity and a willingness to speak up

Composure and a sense of perspective when the going gets tough

Open to different perspectives

Understands self and adapts to change; is development focused

Specialist skills

- Knowledge of purchasing or procurement principles and processes
- Analytical, conceptual and critical thinking skills
- ERP systems experience – preferably SAP S4 HANA
- Well-developed computer skills with MS Office Word and Excel
- Proactively develops effective relationships with internal and external stakeholders
- Strong written and verbal communication skills
- Works autonomously and as part of a team and without frequent direct supervision
- Effective in a fast-paced work environment

Relationships

External

- Suppliers of good and services

Internal

- Peers and colleagues
- Internal customers throughout the Department

You are required to comply with the standard operating procedures of DOC. In addition you must comply with the financial, human resources, legal and other delegations set out in Standard Operating Procedures, policies and instructions (refer to the Intranet for further information).