



Tauranga City

Job description

Title	Manager: Strategic Procurement
Number	7PC211
Group	Chief Operating & Financial Office
Division	Commercial
Reports to	Head of Commercial
Direct reports	Procurement Specialist, Procurement Advisor x2, Procurement Co-ordinator x2, Procurement Contracts Advisor. Procurement Resourcing Advisor
Date	01/07/2025

Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

Job purpose

Lead and transform procurement and contract management across the organisation, driving strategic outcomes, operational excellence, and stakeholder value. Champion innovation, sustainability, and bicultural engagement. Provide expert advice and leadership in procurement strategy, policy development, and implementation aligned with organisational goals and government policy.

Key outcomes

Value Creation	<ul style="list-style-type: none"> • Move beyond cost savings to deliver added value to Council such as process efficiency, quality improvement and supporting growth • Foster strong relationships with internal and external stakeholders, including iwi, government, suppliers, and community • Encouraging collaboration with the market to increase market knowledge. • Seeking and implementing relevant improvements the supply chain. • Refining processes for effective contract management to ensure TCC receives the high-quality goods and services they pay for in a timely manner. • Promote bicultural competence and Māori outcomes.
Supplier Risk Management	<ul style="list-style-type: none"> • Developing Procurement policies and procedures for the organisation. • Ensuring regulatory and Policy compliance. • Seeking and refining relevant improvements to the Procurement operation. • Promoting innovation in Procurement and encouraging cross departmental collaboration. • Ensure robust contract management, risk mitigation, and compliance
Leading and mentoring an efficient Procurement team to optimise performance	<ul style="list-style-type: none"> • Lead, coach, and develop a high-performing procurement and contracts team • Building capabilities, improving Procurement skills and knowledge across TCC. • Optimising Procurement skill and role alignment. • Developing necessary tools for Procurement for use across TCC. • Developing and coordinating the delivery of TCC Procurement training initiatives. • The Procurement function is known for delivering a high standard of customer service to internal and external customers. • Drive continuous improvement, leveraging technology and best practice.
Ensuring the organisation's budget is managed as per recognised constraints	<ul style="list-style-type: none"> • Negotiating cost effective contracts with suppliers while adhering to the policies and procedures of the organisation. • TCC maximises benefits, champions sustainability, public value, economies of scale and efficiencies with its corporate supply arrangements, which meet the needs of users. • Timely and expert advice supports commercially astute procurement approaches and good public sector procurement practice. • TCC's vehicle fleet meets best public value, fit for purpose and is future proofed. • Report on procurement performance, benefits, and savings.

Essential

- A tertiary qualification in a relevant field such as commerce, finance, management/business, law, engineering, or logistics. (A formal qualification in procurement, such as MCIPS or equivalent is desirable).
- Extensive experience in a procurement background with experience in a senior procurement position.
- Strategic mindset with ability to translate vision into action.
- Advanced stakeholder engagement and relationship management.
- Strong leadership and people development skills.
- Excellent communication (written and verbal).
- Critical thinking and problem-solving.
- Change management and process improvement expertise.
- Deep understanding of procurement technology and systems (e.g., SAP).
- Commitment to sustainability and social responsibility.
- Bicultural competence and understanding of te Tiriti o Waitangi.
- Resilience and adaptability in a dynamic environment.