



## Position Description

Title	Senior Procurement Specialist
<b>Finance</b>	
Locations:	Auckland or Christchurch
Reports to:	Head of Procurement and Property
Direct Reports:	N/A
Indirect Reports:	N/A
Date:	November 2024

### Overview

Our people manage New Zealand's 30 million square kms of airspace, providing air traffic control, surveillance, communication, flight inspection, mapping, and airspace design services. We work with government, regulatory authorities, airlines, airports, and the general aviation community to ensure pilots, passengers and goods reach their destination - safely. At Airways, our values underpin all that we do. We value Safety, One Airways, Excellence and Success in all that we do.

Our organisation is made up of operational business groups that are supported by governance and corporate services functions. To learn more about our people and organisational structure, check out [www.airways.co.nz/about](http://www.airways.co.nz/about).

### Business Unit Purpose

The Finance, Procurement & Property Team is responsible for the overall financial management and support processes within Airways, including transaction accounting, financial reporting, general ledger support to business units, financial IT systems and business planning, procurement strategy policies and procedures, and legislative requirements for Airways manned building portfolio.

### Purpose of the Position

Commonly within in the construct of the Government Rules of Sourcing the primary objective of this role is to plan, lead and advise the business on procurement process ensuring transparency and integrity through competitive market process, resulting in scaled cost benefits through oversight of strategic vendor selection, analysis, and robust evaluation processes. This will include accurate and reliable commercial and strategic advice to the business. Additionally, this role is also accountable for the contractual relationship with Airways key vendors.

## General

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

Key Areas of Accountability	
Leadership	<ul style="list-style-type: none"> <li>▶ Provide direction, empower, motivate, and develop others in order to achieve business unit, group and organisational goals.</li> <li>▶ Be a role model for our shared values.</li> </ul>
Procurement	<ul style="list-style-type: none"> <li>▶ Initiate, plan, and formalise procurement processes (RFx) in conjunction with the Head of Commercial, Procurement and Property, ensuring compliance with relevant legislative policy.</li> <li>▶ Where applicable develop and formalise a formal procurement plans with clear objectives, scope, and deliverables.</li> <li>▶ Identify key stakeholders (as needed) to assist with the delivery of RFx and ensure that team members have clear definitions of roles responsibilities and accountabilities.</li> <li>▶ Manage the external and internal environmental conditions that influence the procurement including any constraints, dependencies, assumptions, risks, and issues.</li> <li>▶ Manage the key elements and responsibilities of RFx including requirements, scope, timeframes, financials, communication, resources, changes, risks, and issues.</li> <li>▶ Undertake significant elements of the analytical work as required ensuring full cost of ownership (lifecycle costs) are considered.</li> <li>▶ Lead negotiations with procurement business partners and suppliers and establish collaborative stakeholder and strategic supplier relationships ensuring favourable terms are negotiated and contracted.</li> <li>▶ With assistance of legal ensure contracts are drafted and finalised in a timely manner.</li> <li>▶ Manage and collate procurement metrics to capture and report the benefit of all Procurement.</li> <li>▶ Provide advice on all aspects of procurement and practice to inform business planning and appropriate action.</li> <li>▶ Identify, manage, and escalate issues to the Programme Manager.</li> </ul>

	<ul style="list-style-type: none"> <li>▶ Take a strategic view of related projects to ensure the best wider outcomes.</li> <li>▶ Advise Project Managers on internal financial and approvals processes.</li> </ul>
Vendor Management	<ul style="list-style-type: none"> <li>▶ Manage relationship between Airways and key vendors including European based vendors.</li> <li>▶ Positive relationships are established and maintained with suppliers so that they perceive long-term benefits in doing business with Airways.</li> </ul>
Self-Development	<ul style="list-style-type: none"> <li>▶ Monitors own performance and seeks development opportunities to improve performance.</li> <li>▶ Implements agreed development plans within agreed timeframes.</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>▶ Responsible for proactively demonstrating Airways Safety value - it's at the heart of everything we do.</li> <li>▶ Responsible for operating role in a safe manner and striving for continuous improvement in health &amp; safety throughout the business.</li> <li>▶ Responsible for ensuring Airways security is maintained at all times.</li> <li>▶ Accountable for proactively raising health or safety issues in line with Airways safety management systems and participating in position related health &amp; safety training.</li> </ul>
Travel Requirement	<ul style="list-style-type: none"> <li>▶ Work may be required in other locations within NZ/internationally to perform the duties of the role.</li> </ul>
Budget	<ul style="list-style-type: none"> <li>▶ Responsible for managing a budget of \$ Nil.</li> </ul>
Financial Delegation	<ul style="list-style-type: none"> <li>▶ Delegated financial authority for Capital Expenditure of \$ Nil.</li> <li>▶ Delegated financial authority for Operational Expenditure of \$ Nil.</li> </ul>
Contractual Delegation	<ul style="list-style-type: none"> <li>▶ Signing Authority to a limit of \$ Nil.</li> </ul>
Legislative Owner	<ul style="list-style-type: none"> <li>▶ Nil.</li> </ul>

Key Relationships / Customers	Nature of Relationship
<b>Internal</b>	
Head of Property and Procurement	Reports to.
Finance Team	Colleagues and key stakeholders - work collaboratively and support.

Airways Executives and Senior Management Team	Provide excellent procurement leadership and ensure that they are familiar with and supported on key procurement and property matters.
Airways managers and employees (internal customers)	Work collaboratively, leading and supporting.

## External

Airways Suppliers & Service Providers in New Zealand and overseas	Strategic relationships to ensure fair and optimal outcome for Airways.
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Formal Qualifications / Training / Experience	Required	Desirable
Relevant tertiary qualification, in a business-related field.	✓	
Professional membership relative to this senior position		✓
Minimum of 3-5 years' experience in a senior procurement role, in a large complex working environment, including large value, multi-year procurements.	✓	
Strong analytical and MS Excel skills, knowledge and understanding of procurement and property systems and processes.	✓	
Strong knowledge of the Government Procurement rules.	✓	
Project management experience.		✓

Key Competencies / Skills / Knowledge	Required	Desirable
<b>Commercial Acumen</b> - Drives the commercial success of Airways by creating value, managing costs and/or defining sustainable profit-driven prices; proactively researches trends, competitors, customer requirements, opportunities; ensures internal customers are aware of costs; champions Airways as a thriving, successful and profitable business.	✓	
<b>Accountable</b> - Decisions and is accountable; consults with people; accesses information and analyses facts from a broad viewpoint; balances the needs of stakeholder triangle; has confidence in decisions; identifies core principles and applies them consistently to decisions.	✓	
<b>Customer &amp; Partnership Focused</b> - Builds long-term, strategic, and sustainable relationships with customers/partners; understands the customer's business and requirements; manages expectations and builds respect	✓	

rather than seeking to be liked; measures performance against customer-based targets; delivers on promises to customers and personally commits to resolving customer issues; inspires a customer-centric approach across Airways.		
<b>Planned &amp; Organised</b> - Develops realistic plans to ensure deadlines are met; ensures all resources available to implement the plan; continually reprioritises as new work comes in, based on criteria and information from the customer; works on a number of jobs simultaneously without any dropping off.	✓	
<b>Communication</b> - Communicates openly and honestly, explaining reasons in a prompt and timely way that people understand and find relevant to their position; is clear and concise, seeking to be understood; anticipates needs of audience and adapts style and communication methods using face to face for difficult issues; listens and seeks to understand others points of view, understands body language; is relentless on what is important, demonstrating enthusiasm and conviction.	✓	
<b>Quality Focused</b> - Thoroughly checks own work against standards, designs, or specifications; tests in detail all functionality before releasing systems; uses knowledge of the whole system to test all potential impacts and to verify final outcome; designs or uses tests which checks changes made.	✓	
<b>Is Visible</b> - Gets out of the office and is visible in the workplace and at crucial meetings; takes the time to know staff as individuals; walks the talk – what they say is what they do; is friendly and approachable – makes time for staff; takes problems and ideas seriously, is prepared to modify position and keeps people informed.	✓	
<b>Our Values</b> - Demonstrates the Airways Values consistently and naturally, showing a personal commitment to value Safety, One Airways, Excellence and Success; consistently exhibits behaviours that inspire understanding of and commitment to these values.	✓	

## Our values underpin everything we do



We are  
**safe**

Safety is at the forefront of everything we do. We are committed to the safety of our people, operations and the communities we serve.



We strive for  
**excellence**

We deliver our best work each and every day, and look for ways to continue to improve what we do



We are  
**One Airways**

We all have our own areas of expertise and by working together, collaborating and sharing knowledge, we achieve our aspiration



We celebrate  
**success**

We recognise our people's achievements, big and small, and celebrate our successes