



Position Description

Title	Purchasing and Supply Specialist
Technology – Supply	
Locations:	Christchurch
Reports to:	Supply Supervisor
Direct Reports:	N/A
Indirect Reports:	N/A
Date:	March 2025

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.

Business Unit Purpose

The Technology business unit is responsible for the effective delivery, management and services of all technology disciplines within the air navigation services environment – engineering design, software design and development, technology architecture and infrastructure, asset management, installation and maintenance, technical training, workload planning, maintenance program development, project management, and supply support.

As part of the wider Technology business unit, the Supply Unit provides supply and logistics support.

Purpose of the Position

The purpose of this position is to provide efficient and effective purchasing services to Airways Business Units, including supply functions of inventory and rotatable and repair management, warehousing, and data integrity. Ensuring adequate stock is held to meet Airways National and International requirements, and regularly reviewing slow-moving or obsolete inventory. Monitoring all purchase orders throughout the purchasing cycle.

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

Purchasing	<ul style="list-style-type: none"> ▶ Ordering equipment and spares using the Maintenance Management Systems (MMS) and via Microsoft Dynamics 365, as appropriate. ▶ Purchasing inventory, and other equipment and supplies as required. ▶ Actioning all supply requests within 48 hours during the working week. ▶ Maintaining adequate stock levels at the national warehouse, and regional warehouses, to meet Airways requirements. ▶ Providing updates to customers on the delivery of purchase orders that are delayed. ▶ Daily review the Inventory "Items Due for Reorder" Report. ▶ Resolving discrepancies between part numbers ordered and parts received. ▶ Forwarding alternate parts for approval by the appropriate Engineering Authority. ▶ Making decisions on discrepancies of under or over shipments. ▶ Providing feedback to originators on requisitions on any issues identified to reduce delays in the purchasing of the equipment, spares or services. . ▶ Resolving purchasing and inventory queries. E.g., stock deficiencies, unit enquiries. ▶ Creating invoices for external customers ▶ Monitoring and if necessary, expediting stock shipments, overdue purchase orders, foreign currencies ETOS, goods received not invoiced through the appropriate reporting. ▶ Invoice scan folder is reviewed weekly to process any invoices, and action issues that are delaying the purchase order to be completed (Closed). ▶ Annually reviewing the "Slow Moving Stock Report" to sell/dispose of obsolete or excessive inventory.
Supplier Relationship	<ul style="list-style-type: none"> ▶ Sourcing suppliers based on quality, part availability and cost in this sequence. ▶ Ensure orders placed for parts are with approved suppliers wherever possible. ▶ Monitoring Supplier performance and costs, through reports and visits to Supplier sites within New Zealand. ▶ Maintaining effective relationships with Suppliers.
Maintenance Management Software (MMS)	<ul style="list-style-type: none"> ▶ Ensuring that all MMS activity is performed accurately and expeditiously. ▶ Ensuring that the supply and equipment data held in MMS is correct for each expendable and rotatable.

	<ul style="list-style-type: none"> ▶ Maintaining data integrity for supply related matters. ▶ Creating new stock items into the supply system.
Stocktaking	<ul style="list-style-type: none"> ▶ Assisting with Stocktakes when required.
National Warehouse (NW)	<ul style="list-style-type: none"> ▶ Assisting and covering for the Supply Specialist in warehouse and freight requirements as required (refer to Paragraphs for Inventory, Rotables and Freight below)
Inventory	<ul style="list-style-type: none"> ▶ Correct storage of all stock items, ensuring items are recorded in the MMS, correctly with New Zealand location(s) and quantity. ▶ Any inventory discrepancies are reported, investigated, and resolved within 48 hours. ▶ Completing all issues, receipts and stock movements in the MMS, to ensure inventory data and transactions are correctly recorded. ▶ All stock is stored correctly, (e.g. Dangerous Goods, Electronic Devices (ESD), and fragile items), and controlled so that serviceable parts are adequately protected, and separated from unserviceable parts.
Rotables	<ul style="list-style-type: none"> ▶ All rotables are packed correctly and stored correctly within the Airways warehouses e.g. ESD and temperature controlled. ▶ Manage the repair of rotables sent to internal and external repair agents. ▶ Ensure MMS up to date as to where rotables are physically and their serviceability, and that all rotables are recorded in the MMS, ▶ Any rotatable discrepancies are reported, investigated, and resolved within 48 hours. ▶ Accurately record new rotables into MMS, and all data regarding Rotable is captured. E.g. PO, Repair Provider and Warranty Period. ▶ Purchase when required replacement rotables against Misc CPX when required. ▶ Processing Weekly and Monthly Rotable Reports to reduce the number of rotables recorded on these reports. i.e. Unserviceable Rotables, Empty Equipment Slots, and Rotables Issued Not Fitted. ▶ Weekly: Processing rotables located on the Unserviceable and Serviceable Racks in the NW.
Freight	<ul style="list-style-type: none"> ▶ Recording and arranging all freight being despatched from the NW, in accordance with its priority and cost effectiveness. ▶ Exporting packaging of equipment and spares to overseas Airways locations, Customers, and Repair Agents. ▶ Ensuring all rotables are shipped overnight. ▶ Delivering equipment, spares, packages and mail to the Christchurch Campus during the working week, (daily approximately 10.00am and 03.00pm).

	<ul style="list-style-type: none"> ▶ Urgent Rotable Reservation requests are to be shipped same day via PACE. ▶ Assist Airways Business Units in arranging shipments from other Airways sites.
Health & Safety	<ul style="list-style-type: none"> ▶ Responsible for proactively demonstrating Airways Safety value - it's at the heart of everything we do. ▶ Responsible for operating role in a safe manner and striving for continuous improvement in health & safety throughout the business. ▶ Responsible for ensuring Airways security is maintained at all times. ▶ Accountable for proactively raising health or safety issues in line with Airways safety management systems and participating in position related health & safety training.
Travel Requirement	<ul style="list-style-type: none"> ▶ Work required in other locations within New Zealand to perform the duties of the role.
Budget	<ul style="list-style-type: none"> ▶ Responsible for managing a budget of \$ Nil.
Financial Delegation	<ul style="list-style-type: none"> ▶ Delegated financial authority for Capital Expenditure of \$ Nil. ▶ Delegated financial authority for Operational Expenditure of \$10,000.
Contractual Delegation	<ul style="list-style-type: none"> ▶ Signing Authority to a limit of \$ Nil.
Legislative Owner	<ul style="list-style-type: none"> ▶ Nil.

Key Relationships / Customers	Nature of Relationship
Internal	
Supply Supervisor	Reports to and works collaboratively with.
Supply Team Members	Colleagues and peers, work collaboratively with for delivery of service.
Airways Personnel	Work collaboratively with ensuring seamless Technology work delivery.
External	
Couriers / Freight Forwarders	Work collaboratively with to ensure on time and accurate despatch and delivery of shipments.
Suppliers	Work collaboratively with to ensure correct parts requested, supplied, received in good order and on time.

Customers	Work collaboratively to ensure their requirements are met.
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Formal Qualifications / Training / Experience	Required	Desirable
Qualification relating to Supply or Purchasing, or minimum five years' industry experience.	✓	
Experience in a technical environment.	✓	
Completed an IATA Dangerous Goods Course.		✓
Current forklift licence.		✓

Key Competencies / Skills / Knowledge	Required	Desirable
Efficient user of MS Office.	✓	
Processing freight shipments nationally.		✓
Experience with an electronic purchasing and inventory system.	✓	
Our Values - 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.	✓	
Accountable - 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.	✓	
Communication - 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.	✓	
Customer & Partnership Focused - 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.		
Dealing with Pressure - Copes with complex problems calmly; maintains a good rapport with people in stressful situations; manages issues and problems as they arise; is calm even under difficult circumstances; takes time to think problems through.	✓	
Planned & Organised - 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.	✓	

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