

## Procurement Lead Statement of Accountabilities

### Our Purpose:

Powering a cleaner and brighter future.

### Our work principles:

- People can be curious, explore new possibilities and learn in pursuit of our vision
- People feel safe to be themselves
- People can take ownership, exercise good judgement and act
- People deliver what's required to a high standard
- People support each other and work together as a team

### Key relationships and delegated authority

Reports to:	Head of Network Delivery
Responsible for (# staff):	6 people
Internal Relationships:	All Orion Group employees
External Relationships:	Customers, Contractors and Suppliers
Delegated Authority:	\$300,000

### Role Objective

As the Leader of the procurement team you will ensure that the procurement of services and equipment meets Orion's regulatory, commercial and internal compliance obligations.

### Key accountabilities

#### People Leadership

- Demonstrate effective leadership and role model behaviours that support our work principles
- Ensure your team understands how they contribute to broader organisational goals and set clear direction
- Foster a customer focused team environment where people can learn, develop, lead and achieve
- Contribute effectively as a member of the Network Delivery and carry out tasks as requested by the Head of Network Delivery.

## Procurement Lead

- Lead the tendering process from end to end to a high standard and engage with stakeholders to establish and maintain coherent tender documents, processes and procedures
- Ensure contract administration processes are robust, reputable and secure, minimising the risk of fraudulent activities and collate tender information for assessment to identify any non-conforming issues
- Support with audit and compliance requirements ensuring policy and procedures are adhered to
- Lead in the assessment of non-priced factors as submitted by tenderers / contractors
- Lead queries such as recommending appropriate procurement models and frameworks, as well as providing contractual advice from the principle representative's perspective.
- Ensure that correlating work parent codes in preparation for general contract administration, claims or payments, including event coding and reporting is accurate
- Monitor payments or claims as aligned to the associated conditions of contract, ensuring appropriate delegated authorities are met including any cost escalations
- Ensure the collation and preparation of contractor information for the performance and monitoring of the contract
- Provide a monthly reporting function for tender statistics, e.g. number of tenders issued, awarded, failed to tender
- Proactively communicate with contractors to ensure awareness of all relevant Acts associated with the contract, e.g. Resource Management Act, Health Safety in Employment Act and the Electricity Act as identified by the tender requirements communication
- Ensure any rental agreements e.g. pole attachments, are kept current and the associated invoicing is carried out in a timely manner
- Issues contract instructions or contract notices as and when required
- Provide procurement services to Orion's internal business units to ensure a consistent procurement model within Orion

### Health and Safety

- Demonstrate a commitment to and comply with Orion's health and safety policies, systems and procedure
- Take all reasonably practicable steps to ensure your own health and safety and that of all others around you.

### Team

- Commit to achieving our vision and organisational goals.
- Role model behaviours that support our work principles.
- Support your team members and undertake other tasks as requested by your manager.

### **Qualities required for the role**

- Excellent communication skills and a customer centric approach
- Experience in the procurement of multimillion-dollar contracts for goods and services
- A minimum 4 years in procurement coordination or a similar field
- Relevant tertiary qualification or industry experience
- Understanding of contracting / procurement frameworks
- Familiarity with the Electricity Act, the Health Safety in Employment Act, the Resource Management Act and the requirements of NZS 3910:2003. Experience with FIDIC contracts would be an advantage