

**RESERVE BANK OF NEW ZEALAND
POSITION DESCRIPTION**

JOB TITLE:	Procurement Coordinator
GROUP:	Finance
REPORTS TO:	Procurement Adviser
JOB EVALUATION:	Band 3 Business Services
DATE:	May 2020

Introduction

The Reserve Bank of New Zealand (The Bank) is New Zealand's central bank. Our vision is to be the Best central bank with a Great team. We operate with passion, integrity, innovation and inclusiveness.

Our main objective is to promote a sound and dynamic monetary and financial system and to ultimately raise New Zealand's economic wellbeing.

We undertake a range of activities to meet this objective, including:

- formulating and implementing monetary and financial policy
- licensing and prudential supervision of banks, insurers and other deposit taking firms
- supply and circulation of currency
- operating New Zealand's payments and settlement system

To support these functions we undertake world class research, we actively engage with our stakeholders to promote understanding and trust, we foster co-ordination with other regulators and our global peers, and we recruit talented achievement-focused people. We are aware of the trust placed in us as an institution and seek to lead and influence in areas where we can have a meaningful social impact such as climate change, financial inclusion and regional issues relevant to our central bank mandate.

We welcome people to the Bank from diverse backgrounds, disciplines and experience. We encourage open and inquiring minds and provide a supportive, collegial and flexible team environment. We are invested in each other's success, we are energised and resilient.

We operate in a complex and changing global landscape but are acutely conscious of our heritage and history. Our Te Ao Māori strategy and awareness is a critical lens across all our work.

We are open, always learning. We love what we do and carry out our responsibilities with pride.

The Finance Group is responsible for Financial Accounting, Treasury Accounting, Funding and Procurement.

Reporting to the Procurement Adviser, the Procurement Coordinator is responsible for supporting the procurement function for the Bank.

Key Objectives

The key objectives of the Procurement Coordinator are to:

- Support the Procurement Adviser in developing and maintaining an effective and efficient procurement service to the Bank.
- Support the maintenance of appropriate procurement policies, guidance and tools, including reporting to Senior Leadership.
- Ensure that the Banks Contract Management system is up to date.
- Contributes to ensuring that the Bank Groups and Departments comply with the Procurement policy and adopt best practice procurement, with contracts being actively managed by the business to high standards.

Key Responsibilities

The key responsibilities of the Procurement Coordinator include:

- Provide advice on current operating procurement processes and policy;
- Maintain the Bank's contract management system – raising contract numbers, uploading contracts, reporting, queries and maintenance;
- Deliver low value/low risk procurement processes and assist with more complex processes as required;
- Responsible for administering the tender and evaluation process, including access to GETS as required;
- Provide advice on the All-of Government and other collective government contracts;
- Identify opportunities for improvements to the procurement process and make recommendations on implementation of those improvements;
- Assist with the procurement aspect of project work as required;
- Provides one-on-one training to relevant staff on procurement processes and contract management to ensure an uplift in levels of skill and understanding;
- Maintain procurement templates and procedures;
- Update procurement information on the intranet to ensure the content is relevant and correct;
- Generates supplier spend and performance analysis and provides input into reporting on procurement activities;
- Manage the Procurement email inbox, answering queries or referring them where required;
- File contracts and correspondence;
- Undertaking any other duties as may be required.

Key Competencies

- Relevant commercial or procurement role experience – ideally a minimum of 3 years is desirable.
- Knowledge of Government procurement policy and statutory obligations (preferable).
- Strong written and oral communication skills, including the ability to write succinctly and concisely.
- Intermediate level skills in the Microsoft Office suite.
- Computer literacy and the ability to quickly learn new systems.
- Ability to elicit, analyse, evaluate and assess information.
- Numerate, able to manipulate and interpret data.
- Excellent time management skills and strong organisational skills.
- Ability to build and maintain strong relationships across a diverse group of contacts with both internal and external stakeholders.
- Highly motivated and results focused with the ability to be self-directed and work autonomously within a clear framework.
- Adaptability and flexibility with the ability to work successfully with others, including within a project environment.

Capabilities

Strategic

Strategic thinking:

We make informed decisions and take considered risks, which incorporate both short and long term factors and are aligned with our Bank Strategic Plan and values. We prioritise activities and make choices which are most likely to enable the delivery of shared goals. We scan the horizon for emerging opportunities and plan current activities with the future in mind.



Critical thinking:

We understand the goals and values of the Bank, set a clear direction and help colleagues to translate strategic priorities into the delivery of specific outcomes, which are informed by evidence and insight. We build confidence and commitment in the way that we listen to the views of others, act on our plans, learn from our setbacks and celebrate our successes.









Engaging

Collaborative:

We build effective working relationships with a wide range of internal and external stakeholders to shape the future through creative collaborations and teamwork. We demonstrate the impact of our contribution through regional, national and international partnerships and we work together with our diverse range of colleagues, students and partners to understand their needs and deliver excellent outcomes.



	<p>Communicating with Impact: We build trust and gain buy-in to shared goals through our professionalism, integrity and effective communication skills. We influence and engage others across and beyond the Bank through active two-way dialogue and by promoting a clear and targeted message which positively reflects on our Brand and reputation.</p>	
Constructive	<p>Delivering Results: We take responsibility for delivering change efficiently and making things happen. Barriers and challenges are resolved promptly and success is celebrated. We are committed to ensuring that positive change is sustained and embedded to drive future success. We take a proactive approach to developing solutions and processes which are accessible, inclusive and user friendly.</p>	
	<p>Developing Others: We equip colleagues to perform to the best of their ability and realise their potential through ongoing feedback, coaching and development. We value and recognise the benefits of working with a diverse range of talented colleagues and actively seek to build inclusive teams in which all team members can thrive.</p>	
Self-Awareness	<p>Resilience & Adaptability: We are able to adapt to changing priorities and seek to create a positive and healthy working environment in the way that we engage with and support others.</p>	
	<p>Self-Awareness: We understand our individual leadership style and adapt our approach in response to the situation and the needs of others. We regularly seek feedback to increase our levels of self-awareness and are committed to undertaking development to improve our personal effectiveness.</p>	
Innovation	<p>Innovation & creativity: We actively seek and use feedback to drive continuous improvement. We challenge ourselves and others to be the best we can and share best practice from across our Bank and beyond. We create an environment where new ideas and creative problem solving are encouraged and acted on.</p>	

Vision: Great Team, Best central bank

Purpose: To promote a sound and dynamic monetary and financial system.

Values

Integrity

Being professional and exercising sound judgement

Innovation

Actively improving what we do

Inclusion

Working together for a more effective Bank