

CENTRAL OTAGO DISTRICT COUNCIL

JOB DESCRIPTION

POSITION	:	Business Risk and Procurement Manager
REPORTS TO	:	Executive Manager - Corporate Services
LOCATION	:	Alexandra

PRIMARY OBJECTIVE

To ensure the Council's risk management and procurement strategies are in place and the associated systems, processes and administrative functions are operating effectively whilst in-line with relevant internal and external policies, regulations and legal frameworks.

- Manage and/or support strategic risk and procurement management initiatives and corporate efficiency projects.
- Review associated systems, and administrative functions to ensure they are in place and operating effectively to support the risk and procurement initiatives
- Ensure Council has the policies required to undertake functions in an effective manner, and that these are reviewed and updated regularly.

KEY ACCOUNTABILITIES

1. Responsible to the Executive Manager – Corporate Services for the ongoing development and review of Council's Risk Management strategy and register.
2. Report to Executive Manager – Corporate Services and the Audit and Risk Committee in accordance with the Risk Management Policy.
3. Co-ordinate the internal audit programme and facilitate internal reviews.
4. Manage action items and key deliverables in relation to internal audits and Audit and Risk Committee.
5. Develop, maintain and enhance Council's procurement policy and purchasing guidelines. Responsible for the end-to-end process of the procurement strategy, including implementation of the strategy and monitor compliance of the procurement policies.
6. Provide training and support to staff on the procurement procedures.
7. Administer Council's policies and claims, including the review of insurance policies to ensure adequate insurance cover is in place as per appropriate schedules.
8. Managing Corporate Services vehicle fleet, including fleet purchasing, selling, and maintenance and reporting from ERoads and U Book it.
9. Assess and evaluate existing asset management practices to identify opportunities for improvement.

10. Monitor and evaluate Contracts for Services and maintain Council's contract register.
11. Maintain Council's policy register and monitor compliance of the policies including policy reviews
12. Conduct regular quality reviews and provide recommendations and advice on opportunities for improvement in relation to corporate asset management and organisational efficiency.
13. Support Corporate Services in managing the implementation of processes and supporting systems aligned to core functionality.
14. Undertaking such other duties as may be directed from time-to-time by the Executive Manager - Corporate Services.

PERFORMANCE OBJECTIVES

1. An up-to-date risk strategy is in place and regularly reviewed to ensure it remains fit for purpose.
2. Any change to council's risk profile is reported to the Executive Team and Audit and Risk Committee, including the effectiveness of stated mitigations.
3. To ensure the agreed internal audit programme is completed as agreed, and any variances notified to the Executive Team as soon as practical.
4. An end-to-end procurement strategy is implemented, monitored and any breaches reported to the Executive Team. Staff are trained in the procurement policy and are fully aware of the procurement process.
5. A full contract register is in place and monitored so key personnel are advised when renewable contracts expire.
6. Council is well supported to manage its vehicle fleet, and associated programmes (ERoads and U Book It).
7. Insurances are renewed annually and include adequate coverage. All insurance claims are managed in a timely manner.
8. The policy register is up-to-date, and any required updates notified to the relevant staff member/group.
9. Support to the Corporate Services team to ensure their processes and systems for reporting are working well. Any delegated controls are completed within agreed timeframes.

DELEGATIONS

Makes decisions within the authority delegated by the Executive Manager - Corporate Services.

RELATIONSHIPS

External

Audit New Zealand
Other external/internal Auditors
Insurance Broker/Provider
Other Local Authorities
Council and Community Boards
ERoads U Book It
MBIE of Government Purchasing Team
Vehicle Dealers
Suppliers of Goods & Services to Council
General Public
Rate Payers

Internal

Chief Executive Officer
Executive Manager - Corporate Services
Executive Team
Audit and Risk Committee
All Staff

PERSONAL QUALITIES AND QUALIFICATIONS

Experience/Knowledge

- Experience in Risk Management and / Procurement Management (preferred)
- Tertiary qualification preferred (e.g. Business or Systems Analysts, Finance, Accounting)
- Asset and contract management (preferred)
- Experience in writing technical reports, policy and procedures Project Management
- Experience in Systems or Business Analysis
- Knowledge of the Local Government Act 2002, advantageous
- At least 5 years' relevant experience

Specific Skills

- Spread sheeting at an advanced level
- Financial literacy a must
- Proven creativity in problem solving/system development
- Knowledge and experience in business planning and project management
- Knowledge and experience in business continuance systems and quality systems
- Political awareness in a council environment

Personal Qualities

- Excellent interpersonal and team working skills
- A team player
- Ability to build teams
- Ability to lead change
- Conscientious
- Excellent written and oral communication
- Good time management and ability to handle multiple and conflicting priorities at once.
- Knowledge and experience in business continuance systems
- Ability to manage and minimise stress
- Proven initiative
- Ability to adapt to changing environment and maintain flexibility in work practices and schedules
- Tact and diplomacy
- Ability to promote the desired image of the Central Otago District Council through good public relations

Key Competencies for Performance Development

Customer Focus:	Commitment to meeting the needs of anyone they work for and with, including colleagues
Job Knowledge:	Have the knowledge and skills to perform the requirements of the position
Communication:	Use written and verbal language and style appropriate to the audience and context
Teamwork:	Work constructively with people as a team member to achieve a common goal
Dependability and Commitment:	Reliable and dedicated to achieving results
Continuous Improvement:	Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action
Organising for Results:	Ensures work is completed effectively and within agreed deadlines
Leadership:	Creates a clear direction, inspires a shared commitment and leads by example
Developing and Managing Performance	Builds an environment that is focused on enhancing the skills and performance of individuals and teams

CORPORATE VALUES PROPOSITION



OUR WAY

**COURAGE TO BE THE
BEST IN EVERY WAY
EVERY DAY**

What we mean

COURAGE is demonstrated strength, commitment and desire by you and the team

BEST is better than good, the best you and we can be; effective, efficient and responsible

EVERY WAY is everything you and we do, say and deliver

EVERY DAY is all of the time, on the good days and through the tougher times



OUR WAY IS
Epic Customer Experience
Clear Expectations of the Individual
Amazing Organisational Performance
Clear Sense of One Team and a Shared Purpose