

POSITION DESCRIPTION



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| Position Title | Procurement Project Manager |
| Business Unit | Group Strategy, Planning & Performance |
| Reports to | Head of Group Strategy, Planning & Performance |
| Position Type | Fixed Term 12 months |
| Location | Wellington, NZ |
| Date | March 2024 |

New Zealand Rugby Overview

The vision for New Zealand Rugby is to Inspire and Unify. We do this by living the values of The Rugby Way, Te Ara Ranga Tira, which guides our game from Small Blacks to national teams.

The four pillars (Pou) of The Rugby Way are: Be Our Best (Te Pou Hiranga), Be Welcoming (Te Pou Maioha), Be Passionate (Te Pou Ihihi) & Play Fair (Te Pou Tika).

We strive for rugby teams in black that are unrivalled, a high-performance system that produces the world's best talent, competitions that fans love, and a community game that is strong and cherished. We are committed to New Zealand rugby being financially secure, attracting top partners and contributing actively to the global game.

New Zealand Rugby employs more than one hundred staff who are based in its Wellington head office, Auckland or in a variety of rugby roles throughout New Zealand. Responsibilities include management of our national teams (including the All Blacks), administration of our national competitions, and participation in international competitions including Test matches, as well as assisting community rugby throughout the country. The organisation has direct relationships with its members, including all 26 Provincial Unions, Super Rugby Teams, Commercial and other partners and stakeholders such as the New Zealand Government.

New Zealand Rugby is one of New Zealand's largest sports organisations, with a team of employees committed to ensuring that our national game is run smoothly and effectively at all levels, all over New Zealand.

Purpose

NZR Group procures over \$40m of services and equipment annually and has identified opportunities to optimise this investment and improve procurement decision making. The purpose of the Procurement Project Manager is to lead a program of work to update and develop where necessary NZR's procurement tools and templates, guidance, and business processes across all the organisation's procurement activities. This fixed term role is responsible for implementing best practice standards and the embedding of processes in the organisations ways of working.

Key Tasks

Procurement Project Development

- Development and management of an integrated procurement plan for delivering the projects outcomes.
- Conduct analysis of the current supplier spend, contracts, policies, and current practises.
- Determine system and information requirements to achieve the project outcomes.
- Identification and execution of the activities required to achieve the projects outcomes.
- Develop the project documentation including project terms of reference, business case, project progress reporting to the project team.
- Phased “go-live” planning of the project to ensure staff readiness, training and resourcing levels are met.

Project Management

- Responsible for the project scope definition, schedule, setting deliverables, and control mechanisms, in conjunction with the Project Owner.
- Lead regular project meetings, with appropriate documentation and standard project management deliverables.
- Management of interdependencies between the project and any other business improvement and other strategic initiatives being undertaken across the organisation.
- Manage risks to avoid adverse effects on project outcomes.
- Ensure the timely and appropriate communication of project information through formal structures.

Developing Procurement Processes and Resources

- Responsible for development of procurement systems, tools, templates, and guides.
- Develop the entire end to end procurement process, from the initial high level needs analysis, market research, preparing a procurement plan and tender documentation, through to evaluation of tenderers and proposals.
- Lead the awareness and education of procurement and contract management practices that deliver on the project outcomes.
- Lead proactive change across the organisation, to support NZR staff to perform their roles, through fit for purpose procurement processes and tools.

Procurement Management

- Identify opportunities to improve procurement process efficiency and effectiveness.
- Work with NZR staff to effectively maintain relationships with suppliers and contractors to promote best practice.
- Support the development of NZR staff in negotiation coaching through contract renewals.

Health & Safety (for self)

- Takes personal responsibility for keeping self-free from harm
- Follows safe working procedures
- Reports incidents promptly
- Reports hazards promptly and suggests appropriate remedies
- Knows what to do in the event of an emergency
- Co-operates in implementing rehabilitation plan

- Knows what process options are available and contributes to a harm-free workplace culture

Key Relationships

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| This position reports to: | Head of Group Strategy, Planning & Performance |
| • Other areas/people that report to this position's immediate manager: | <ul style="list-style-type: none"> • Project Management • Corporate Social Responsibility • Performance Reporting |
| • This job's direct reports are: | None |
| External Relationships <ul style="list-style-type: none"> • Service Providers and Suppliers | Internal Relationships <ul style="list-style-type: none"> • New Zealand Rugby Board • Senior Management Team |

Person Specification

Experience

- Have comprehensive knowledge of procurement practices operating at both a strategic and operational level.
- Have at least three (3) years' experience operating within a procurement environment.
- Be a conceptual thinker, problem solver, decision-maker with strong implementation skills.
- Have a demonstrated ability to build effective working relationships within teams and across the business to achieve desired outcomes.
- Understand how procurement can add value to an organisation.
- Be able to lead and influence procurement practices across a decentralised operating model.
- Deliver high standards of service to all stakeholders in a professional manner.
- Effectively communicate with our people, partners, and community.
- Use critical thinking and problem-solving skills to make sound decisions and judgement.
- Manage time, priorities and responsibilities for self and others.

Knowledge

- Knowledge of the New Zealand community rugby system and structures is essential.
- Knowledge of the New Zealand sporting landscape and drivers of participation and development.

Skills

- Able to build business and financial plans.
- Able to effectively communicate to and influence stakeholders.
- Able to work to a project management methodology.

- Able to understand, interpret and contribute to legal and governance documentation.

Educational and Professional Memberships

- Nonspecific

Competencies

| Behaviour | Everyone | People Leaders |
|---------------------|--|---|
| Be Welcoming | <ul style="list-style-type: none"> • Respects and values others' styles, opinions, backgrounds and beliefs • Understands the motivations and situation of others • Promotes an inclusive culture welcoming all ages, genders, ethnicities, sexualities, religions or physical abilities | <ul style="list-style-type: none"> • Stays connected to the team • Cultivates a team culture by advocating collaboration across teams • Actively seeks others' involvement |
| Be Our Best | <ul style="list-style-type: none"> • Seeks and acts upon feedback to improve performance • Recognises & develops own strengths and work-ons • Shares knowledge and skills • Respects and values the contribution of others • Identifies areas where a difference can be made and adds value • Works to gain trust and respect with all stakeholders • Responds positively to change • Is forward-thinking, always looking striving to improve and be the best • Consistently delivers on time • Puts their hand up when help is required or when it's required by others • Sees opportunities rather than barriers • Speaks up and challenges where there are issues, risk or inefficiencies | <ul style="list-style-type: none"> • Ensures the right people are in the right job at the right time • Provides the tools needed for success • Invests in growing our people and supporting their holistic development • Sets attainable challenges & recognises and reinforces development efforts • Shares information and provides effective coaching • Takes the time to understand individual's strengths and where/how they can add value • Engages and utilises people from across NZR in the development and execution of business priorities • Looks long-term, to generate and encourage new ideas • Walks the talk • Ensures the wider team understand how what they do fits with NZR's vision and key strategic challenges • Prioritises the wider team's goals and intentions accordingly |

| Behaviour | Everyone | People Leaders |
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| Be Passionate | <ul style="list-style-type: none"> • Demonstrates a can do attitude, always open to opportunities • Pursues everything with energy and drive • Strives to achieve stretch goals • Always an ambassador for NZR and the game • Loves what we do – works here because it’s fun and we connect with others • Is a team player, connects with people | <ul style="list-style-type: none"> • Creates a highly engaged environment and culture • Encourages responsible risk taking where mistakes are owned and learned from • Encourages research and learning in relevant areas of rugby, sports and other business to understand future trends |
| Play Fair | <ul style="list-style-type: none"> • Is honest and constructive in discussions • Acts for the good of the game and respects its heritage, history and heroes • Is open, supportive and considerate • Actively listens, considers and takes on board other views • Behaves with integrity and is responsible for own behaviour • Looks after others and steps in if something is not right • Fronts when something goes wrong, owns the action and the consequence | <ul style="list-style-type: none"> • Ensures people know what is expected • Has the team’s back • Trusts others to make good and timely decisions • Clearly and consistently communicates with all team members |

Authorities / Dimensions of the Position

Staff – Nil

Budget – controls expenditure budget

Contractual – Signs letters and contracts on behalf of the organisation within specified delegated authorities.

Manager Name: _____ Signature: _____ Date: _____

Employee Name: _____ Signature: _____ Date: _____