



Procurement and Contract Coordinator

Group Procurement Process and Systems Team

Team:	Group Procurement	Location:	Auckland
Reports to:	Procurement and Process Improvement Manager	Job family:	Commercial / Finance
Role Type:	Commercial	Salary:	Grade 5

About Us

KiwiRail’s Role in Aotearoa, New Zealand

KiwiRail delivers sustainable and inclusive growth for our customers, our communities and our people. For more than 150 years, rail in New Zealand has connected communities, delivered goods and people around the country and showcased our spectacular scenery to the world. Our purpose 'Stronger Connections, Better New Zealand,' speaks to connected people, networks, journeys, experiences, and ways of working that move KiwiRail, the transport sector and New Zealand forward.

Our Workplace

At KiwiRail our values define the behaviour we expect from everyone. We have a team of over 4500 people and every connection we make with each other, our union partners, our customers and all our stakeholders must be of the highest standard.



Health, safety and wellbeing is our number one priority. Good safety is good business

About the Role

Purpose of the role

KiwiRail and Auckland Transport are working with Waka Kotahi to ensure Auckland's rail network is up to the task. We are building a network that can support more frequent passenger services, faster journey times, and greater capacity for freight trains.

As a Procurement and Contract Coordinator for Group Procurement, you'll play a key role in the Auckland Commercial Team. The role ensures we meet all governance requirements and follow government regulations as we perform category management and systems analytics functions. The person in this role will be advising and supporting on contracts formation, document control and other administrative procurement tasks as required. These tasks include analysing complex data and business processes, creating ARIS and Visio Modelling Maps, as well as writing clear business documentation, and performing procurement functions with the Government Electronic Tendering System (GETS) for the end to end source to contract process. You'll work closely with the business, the procurement team, and internal governance stakeholders to execute procurement activity that keeps our rail system safe, efficient, and up-to-date.

Key Accountabilities

Within the area of responsibility, this role is required to perform the following functions:

- Business Process Support
 - Provide strategic and commercial advice to business stakeholders while championing best practice Procurement at KiwiRail.
 - Support the Procurement and Process Improvement Manager with developing business processes and mapping them in the ARIS process repository.
 - Analyse and deliver category insights to business stakeholders with a focus on total cost of ownership, cost modelling and other factors.
- Sourcing Management
 - Coordinate with business units to collate scope definition and business requirements for Sourcing.
 - Comply with all Government Procurement Rules and KiwiRail Procurement policies and procedures.
 - Ensure all approvals are obtained in compliance with requisite policies.
 - Conduct sourcing activity (EOI, RFP etc), evaluation of responses and facilitate moderation meetings. Make Supplier recommendations to senior managers and appropriate delegated authority based on evaluation outcomes.
 - Negotiate with vendors to achieve the optimal commercial, TCO and risk outcomes.
 - Support with drafting commercial contracts or variations with appropriate KPIs and risk management clauses.
 - Collaboratively develop change management plans to ensure suppliers are setup for successful delivery.
 - Identify opportunities to improve sourcing process efficiency whilst ensuring compliance.
- Supplier relationship management
 - Support with categorisation and management of suppliers.
 - Raise invoice queries / discrepancies with suppliers and follow through to resolution
 - Administer Vendor Approval process and Individual Contractor Process
- Risk management and sustainability
 - Proactive management of contract expiry and contract data and p-card spend
 - Include sustainable procurement practices in all applicable Procurement activities.
 - Administer Conflict of Interest Process

- **Contract Administration**
 - Be a key contributor in the provision of contracts administration advice and training on Contract Repository
 - Prepare, draft and design, proofread, edit, and fact-check procurement contracts for accuracy and consistency
 - Ensure that the terms of contractual agreements are written in language that is legally binding, in accordance with compliance to all company policies and all applicable regulations.
 - Review and edit other technical documentation and business cases
 - Provide input into and support of ongoing contract variations.
 - Responsible for managing contract finalization.
 - Contract performance review and monitoring of KIPi's and rebates.
 - Support with drafting Recommendation to Award, and CERF documents for approval.
 - Load contracts and update metadata to contract repository as required
- **Document Control and Administration Support**
 - Effective filing and record keeping of contracts and correspondence, including emails and updating vendor panels
 - Administer access and provide training on contract repository
 - Monitor procurement team email boxes
 - Ensure compliance with policies and procedures around the creation, maintenance and destruction of records. • Prepare ad-hoc reports on projects as needed.
 - Draft correspondence and other documents as needed. • Apply quality assurance document control methodology (version control). • Check for accuracy and edit files (e.g. contracts). • File documents in physical and digital records. • Create templates for future use. • Retrieve files as requested by internal and external stakeholders. • Manage the flow of documentation within KiwiRail. • Maintain confidentiality around sensitive information and terms of agreement
 - Order office supplies and sundry items as required
 - Project reporting including oversight of record management systems and compliance.

Key challenges

- Managing the appropriate allocation of resources in a cost saving environment
- Managing and analysing complex and sensitive issues
- Facilitating the engagement and input of a wide range of stakeholders and managing expectations

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Group Procurement Manager		✓	✓	
	Procurement Process and Systems Manager		✓	✓	
	Group IT			✓	
	Group Legal			✓	
	Business Units Finance		✓	✓	✓
	Operating Business Units		✓	✓	✓

	Rolling Stock Procurement			✓	
External	Government Agencies			✓	
	Auckland Transport			✓	
	Other Agency Procurement Teams			✓	
	Suppliers			✓	



What you will do to contribute

Health Safety and Wellbeing	• Implement safety procedures and ensure team compliance • Analyse workplace risks and develop mitigation strategies • Promote a culture of safety and wellbeing within your team • Respond effectively to safety incidents and near-misses • Support team members' physical and mental health
Customer Focus	• Provide a positive customer experience • Support a customer-focused culture at KiwiRail • Know our services well and explain them to customers • Respond quickly to customer needs • Develop solutions to meet customer requirements • Solve complex customer issues • Work with colleagues to improve customer outcomes
High Performing Teams Skills	• Set clear performance standards aligned with KiwiRail's goal • Build a supportive and cooperative team environment • Provide timely and constructive feedback • Actively seek diverse perspectives in problem-solving • Identify opportunities for coaching and mentoring
Commercial Acumen	• Plan and monitor resource allocation to achieve team objectives • Consider financial implications when making recommendations • Understand and comply with procurement guidelines • Work with suppliers to ensure quality outcomes • Recognise how financial decisions impact KiwiRail's overall position
Project Governance	• Follow governance frameworks and systems • Identify and address governance issues early • Improve and maintain probity standards • Implement project management best practices • Monitor and review project performance regularly
Risk Management	• Choose and adapt appropriate risk management frameworks • Identify and forecast risks, issues, and opportunities in projects • Lead risk assessments and develop management strategies • Implement risk controls and engage stakeholders in risk management
Asset management	• Apply asset management policies • Implement asset management frameworks • Analyze asset strategies • Address procurement demand through asset planning

Decision Making

The position is accountable for decisions regarding all project operational objectives and for the provision of advice to project team members and relevant stakeholders on day to day operational decisions.

Key decision-making requirements of the position include:

- Procurement Project management and delivery decisions
- Procurement Risk management decisions
- Procurement Data Management decisions

Human Resources Delegations	NIL
Direct reports	Nil
Finance Delegations	Nil
Budget (operating and capital)	Nil
Travel Delegations	Nil
Statutory powers	Nil

Physical demands and the nature of work

This role is administration-based and requires:

- prolonged sitting and high computer usage
- Occasional travel to Operating Rail Sites in various NZ locations
- limited walking, standing, twisting, bending (at the waist), crouching (bend knee)
- carrying of laptop and paperwork when alternating between home and office
- limited lifting of up to 7 kg archive boxes

Your role may include other tasks suited to your level, as your manager directs. This job description shows your current duties. We'll review and update it with you if your responsibilities change.

About you

Knowledge and experience

- You're skilled in business data and business process analysis and modelling
- You will have 5+ Years of experience in a similar role in a Strategic Procurement function
- You have familiarity with SAP, Maximo functions with relation to Purchasing, Vendor and Material Master
- You know how to investigate issues
- You understand the products and services which we Procure
- You know how KiwiRail interacts with other agencies and the Government

Ways of working / Work-related qualities

- You communicate well at all levels, including making presentations to key stakeholders
- You make good decisions and are politically aware
- You're flexible and practical
- You focus on customers' needs
- You have a commercial mindset
- You value diversity and help create an inclusive workplace

Other Requirements

- You can pass regular drug and alcohol screenings
- You have a current and valid NZ Driver's Licence

Qualifications

You need either:

- You have a relevant degree in business, law or project management related topics
- You have a post tertiary education experience

And

- You ideally will hold relevant industry certificationsio

