



Senior Procurement Specialist

Position Description

Team:	Group Procurement	Location:	Auckland
Reports to:	IT Contracts and Procurement Manager Group Procurement (11958)		
Role Type:	Permanent		

About Us

KiwiRail's Role in Aotearoa, New Zealand

KiwiRail, a proud State-Owned Enterprise, delivers sustainable and inclusive growth for our customers, communities, and people.

For more than 150 years, rail in New Zealand has connected communities, delivered freight and passengers around the country, and showcased our spectacular scenery to the world. Our purpose—Hononga Whaikaha, Oranga mo Aotearoa (Stronger Connections, Better New Zealand)—speaks to connection with our customers and the future needs of their businesses, connection with the communities we serve and operate in, and connection with each other. KiwiRail is carrying this legacy into the future, delivering connected rail and shipping transport services that create economic, social, and environmental value for New Zealand and New Zealanders.

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.



Safety, health, and well-being are our number one priority, ensuring our people return home safe and healthy every day.

About the Role

Purpose and nature of the role

KiwiRail is in a phase of significant digital transformation to modernise and grow systems and services

As a **Senior Procurement Specialist** within Group Procurement, you will play a pivotal role in the Auckland Commercial Team. Based in Auckland, this position provides expert procurement leadership and support across KiwiRail, with a strong focus on ICT and close collaboration with the IT Procurement Manager.

You will lead end-to-end sourcing activities, including tender processes, and take ownership of supplier negotiations and contract management. The role requires the ability to review and propose alternative contractual drafting, working closely with legal teams while maintaining strong, collaborative relationships with internal stakeholders and peers.

A highly customer-centric approach is essential, alongside the ability to produce clear, concise business documentation. You will ensure all procurement activities align with organisational policies and government procurement rules.

Process may require multiple approvals; this has to be handled with patience and understanding so Patience is another virtue that is required.

This role is instrumental in delivering value for money, advancing KiwiRail's Procurement Strategy, and embedding sustainable procurement practices across the organisation.

Key Accountabilities

Within the area of responsibility, this role is required to and will include:

IT Category Expertise and Sourcing

- Comply with all Government Procurement Rules and KiwiRail Procurement policies and procedures.
- Ensure all approvals are obtained in compliance with requisite policies.
- Provide strategic and commercial advice to business stakeholders while championing best practice Procurement at KiwiRail.
- Lead the development of RFP's and compile Specifications and Requirements to ensure the process can be evaluated to reflective of the weighted Requirements
- Write Strategic Procurement Plans and Recommendations
- Input into Business case development and assist project managers
- Lead end-to-end sourcing activities, including market engagement, evaluation, negotiation, and contract finalisation to ensure the evaluated outcome matches KiwiRail's requirements as a whole with best value. Perform procurement functions with the Government Electronic Tendering System (GETS) for the end to end source to contract process.
- Develop and implement category and sub-category strategies aligned with KiwiRail's procurement objectives.
- Provide strategic procurement advice and insights to business end-to-end using on total cost of ownership and risk management.
- Negotiate with vendors to achieve the optimal commercial, TCO and risk outcomes.
- Have a good overall knowledge of IT contracts including subjects like Data Protection, Privacy, Intellectual property, Liabilities and jurisdictions.
- 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.
- Manage supplier relationships to enhance performance, value, and alignment with KiwiRail's goals.
- Analyse and deliver category / spend insights to business stakeholders with a focus on total cost of ownership, cost modelling and other factors.

- Ensure compliance and appreciation for Polies and Rules : eg. Government Procurement Rules and KiwiRail's procurement and other policies.
- Support the development and implementation of procurement strategies, policies, and continuous improvement initiatives.

Supplier Relationship Management

- Support with categorisation and management of suppliers.
- Develop and operationalise a relationship management plan for identified suppliers.
- Lead and manage the supplier relationships with a view to grow overall relationship value.
- Derive insights from supplier engagements and share outcomes with business units.
- Raise invoice queries / discrepancies with suppliers and follow through to resolution.

Risk management and sustainability

- Identify Supplier risks are through the Procurement process and develop plans collaboratively with business stakeholders to mitigate supplier risk.
- Proactive management of contract expiry and contract data.
- Include sustainable procurement practices in all applicable Procurement activities.

Key challenges

- Navigating complex procurement environments with unstructured or incomplete or inaccurate data sets.
- Influencing diverse internal and external stakeholders to adopt best practice procurement approaches.
- Managing supplier performance and risk in a dynamic and evolving commercial landscape.

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
	IT Procurement Manager		✓	✓	
	Group IT			✓	
	Group Legal			✓	
	Business Units Finance		✓	✓	✓
	Operating Business Units		✓	✓	✓
External	Government Procurement Agencies			✓	
	Other Procurement Teams			✓	
	Suppliers			✓	

What you will do to contribute

Health Safety and Wellbeing	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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
Procurement Excellence	<ul style="list-style-type: none"> • Lead initiatives to improve procurement processes and systems. • Maintain and update procurement dashboards, savings registers, and reporting tools. • Drive continuous improvement in sourcing efficiency and supplier performance. • Support the implementation of KiwiRail's Procurement Strategy and transformation initiatives. • Demonstrate a good understanding of value including sustainability and supply chain resilience.
Technical	<ul style="list-style-type: none"> • Requires an IT or ICT technical background

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:

- Supplier selection recommendations
- Negotiating commercial contract terms
- Develop and implement category plans
- Ensuring compliance with procurement rules

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
- 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

Pre-requisite

This opportunity is only open if:

- You can present with references ICT category experience (industry commercial or technical) and be a self-starter that can learn while working independently with a lot of initiative, inquisitiveness and confidence

Knowledge and experience

- You have 10+ years of commercial and technical experience with some parts in a medium to large organisation.
- You're skilled in business data and contemporary procurement practices.
- You can analyse complex data, develop models, and present insights clearly.
- You have strong experience in IT contracts, contract drafting, negotiation, and vendor management.
- You understand procurement risk, sustainability, and government procurement rules.

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
- A highly customer-centric approach
- You value diversity and help create an inclusive workplace
- You create collaborative relationships with internal stakeholders and peers.

Other Requirements

- You can pass regular drug and alcohol screenings.
- You are a NZ resident

Qualifications

- You have a relevant tertiary qualification and/or equivalent industry experience such as in engineering

**CREATING
STRONGER
CONNECTIONS**

The KiwiRail logo is displayed on an orange background, featuring the company name and a stylized kiwi tail feather graphic.