



When Transpower is your work, your mahi, Aotearoa is powered by you.

Category Specialist - IST

Team and Division Procurement & Supply, Corporate Services	Reports to Strategic Commercial Manager	Location Wellington	Date December 2024
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OUR PURPOSE

Empowering the energy future for New Zealand - Whakamana i te mauri hiko tū mai Aotearoa.

TEAM PURPOSE

The Procurement team is responsible for the full spectrum of procurement and commercial activity. Procurement is focussed on providing total value by helping to drive best commercial outcomes while maintaining our service levels.

The Category Specialist – IST, is part of the Commercial Management team that is responsible for the sustained delivery of benefits across one of our key spends by supporting the delivery of our category strategies across the IST portfolio.

ROLE PURPOSE

The Category Specialist – IST provides specialist support for the procurement of IST (includes software, licences, hardware and services such as installation, testing and training) activities and from time to time assist in other categories as agreed. Specifically, this role includes:

- a) Leading or providing support to various procurements
- b) Maintaining effective supplier relationships
- c) Supporting the execution of procurement strategies (including market analysis, sourcing models and analysis, reporting and supplier relationships) and product plans across the whole procurement lifecycle. The procurement strategies, product plans and procurement plans developed by the Category Management team need to ensure that all relevant factors, including cost, safety and environment, quality, project delivery, operability and maintainability are considered for the future purchasing needs of the relevant assets.
- d) Developing a technical knowledge of IST to support the above.

KEY CUSTOMERS AND STAKEHOLDERS

Internally you will work with a range of teams such as:

- Senior Category Manager IST
- IST team
- Corporate Counsel
- Corporate Services in particular Treasury and Finance
- System Operations
- Staff across the rest of Transpower

Externally you will work with a range of people such as:

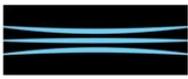
- Suppliers (Domestic & International)
- Vendors
- Consultants
- Contractors
- Market and industry peers

WHAT YOU ARE EXPECTED TO DELIVER

Category Specialist

To support the management and co-ordination of end to end IST procurements:

- Provide robust specialist procurement support, for various procurements (end to end) across the IST Category.



- Develop positive relationships with strategic suppliers and key stakeholders
- Measure, monitor and analyse the overall performance of suppliers for the IST category including:
 - Tracking fault and quality issues, and manage warranty issues raised to resolution,
 - Reviewing performance data with suppliers,
 - Working with suppliers to drive ongoing value discovery.
 - Facilitating periodic business reviews with stakeholders and suppliers to enhance satisfaction.
- Regular category management reporting to demonstrate category savings, cost mitigation, potential opportunities and identify risks and challenges.
- Work closely with Senior Category Managers to effectively deliver and implement initiatives as required.
- Develop an understanding of the buying needs of Transpower for each category within IST
- Delivering on approved strategies for managing the procurement of the IST category

Procurement Team Support

- Actively support the Procurement Team in terms of the overall Procurement Function and the support it provides to Transpower as a whole.
- Promote and contribute to a positive team environment - encourage and support the immediate and wider team to work collaboratively to deliver on team priorities and Transpower's strategic goals.
- Identify and implement continuous business improvement opportunities.

Positive Team Contribution

- Consistently demonstrate Transpower's behaviours
- Encourage and support the immediate and wider team and divisions to deliver our strategic priorities
- Proactively identify and drive continuous business improvement
- Seize on the job learning opportunities
- Team up to build enterprise wide knowledge, cohesion and appreciation
- Be part of creating a culture of constructive feedback across all levels
- Perform other duties as required.

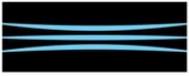
Maintain Transpower's Health & Safety Culture

- Knowledgeable about Transpower's Health and Safety policies and procedures
- Know how to apply Health and Safety principles to achieve a safe and positive working environment
- Take personal responsibility for one's own health and safety and that of other employees and relevant stakeholders
- Take appropriate action to deal with workplace hazards and incidents in ways that comply with Health and Safety policies, procedures, systems and best practice
- Strive for continual improvement in Health and Safety performance
- Positively contribute to delivering a safe, zero harm workplace.

KNOWLEDGE, SKILLS, EXPERIENCE

Essential

- Highly effective communication, engagement and relationship skills, including building key relationships, advocacy and influencing including International Suppliers.
- Excellent organisational skills and attention to detail.
- Excellent co-ordination / administrative skills with demonstrable experience in using the suite of Microsoft packages.
- Competent / demonstrable experience in supporting multiple procurements at any one time
- Strong commercial acumen, negotiation skills and Supplier Relationship management skills
- Excellent analytical and critical thinking skills including the ability to extract, analyse, and use data to create business's cases and executive level presentations
- A sound understanding of the principles of procurement including Sourcing, Category and Demand Management
- Demonstrated experience in working through ambiguity
- The ability to lift rocks and look for opportunities to create value



EDUCATION/QUALIFICATIONS

Essential

- A relevant tertiary qualification and/ or equivalent experience.

Desirable

- Some experience in working within a fast paced, complex procurement environment.
- IST procurement experience
- Minimum of 3 years in Procurement
- Demonstrated experience developing supply sources, pre-qualifying vendors and performing due diligence activities

LIVING OUR BEHAVIOURS

The behaviours we exhibit at Transpower have a direct impact on our ability to achieve our goals. As with all roles at Transpower, you'll live and breathe our Behaviours. Our behaviours are that when we work with each other, our customers, communities and the land we are ***Nimble and Considered, Inclusive and Decisive, Courageous and Caring*** to keep the lights on, and empower our energy future, for New Zealand.