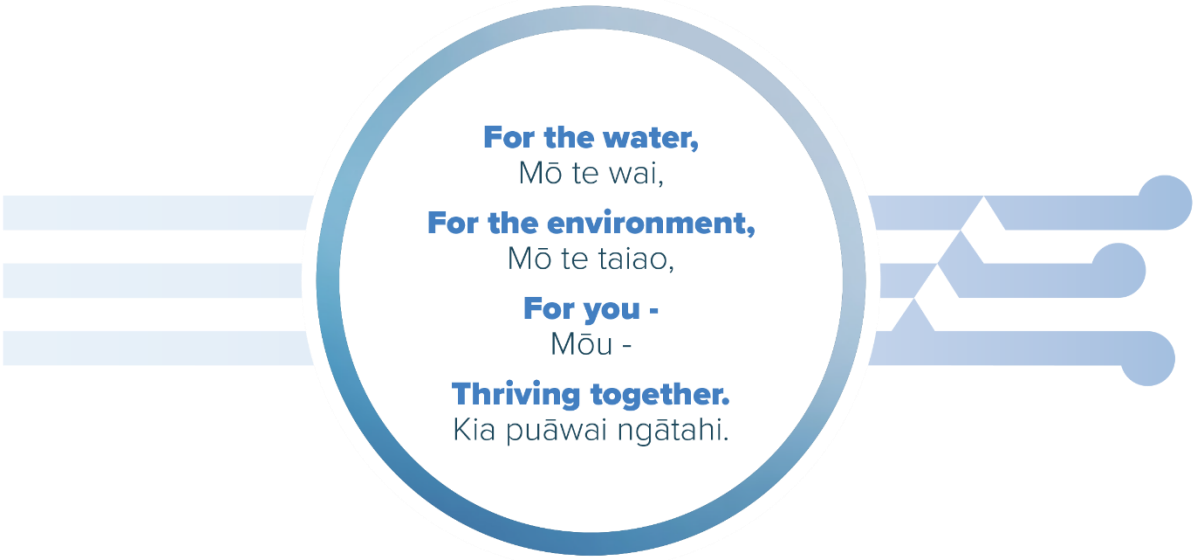
WAITĪ WATERS

Position Description

Position details

Position title	Procurement and Property Lead
Reports to	General Manager, Finance and Commercial
Direct reports	3
Location	Masterton head office
Delegations	[TBC]



About Waitī Waters

Waitī Waters is a water services council-controlled organisation established under the Local Government (Water Services) Act 2025. We are owned by South Wairarapa, Carterton, Masterton, and Tararua District Councils, in partnership with Rangitāne and Ngāti Kahungunu.

Our Board of Directors governs Waitī Waters and the Stakeholders' Forum of Council and iwi representatives provides oversight on behalf of our owners and partners.

From 1 July 2027, we'll deliver drinking water, wastewater and stormwater services to around 25,000 connections and 70,000 people. We'll manage close to $700 million in water assets, and plan to invest around $400 million over the next decade. Our service promise is simple: delivering safe and sustainable water services our communities can count on.

Our name comes from the Matariki star linked to freshwater, and the role it plays sustaining life and wellbeing.

About your group

Waitī Waters is made up of five groups:

- Service Delivery
- Infrastructure
- Finance and Commercial
- Customer, People and Safety
- Strategy, Regulatory and Governance.

Your role sits in the Finance and Commercial group. This group is responsible for Waitī Waters' financial sustainability, commercial discipline, technology capability and corporate infrastructure. The group brings together finance, economic regulation and pricing, procurement and commercial, technology and information, and property, facilities and fleet. It provides the financial strategy, systems and controls that underpin sound investment decisions and long-term affordability for customers.

About your team

Procurement and Property provides the commercial frameworks, supplier relationships, workplaces and fleet that Waitī Waters relies on to deliver safe, reliable and affordable water services. The team acts as the centre of excellence for procurement and commercial management, while also ensuring workplaces and fleet remain safe, compliant and fit for purpose.

The team supports market engagement, sourcing, procurement planning, contract negotiation, supplier management and commercial assurance across operational, infrastructure, technology and corporate activities. Business teams remain responsible for managing supplier performance, contracts and delivery outcomes within these frameworks.

About your role

The Procurement and Property Lead provides organisation-wide leadership for procurement, commercial management, property, facilities and fleet. The role ensures Waitī Waters has the commercial frameworks, supplier relationships, workplaces and operational resources needed to deliver safe, reliable and affordable water services. It provides commercial stewardship across the organisation, balancing cost, risk, performance and long-term value while supporting major operational, infrastructure and organisational initiatives. The role also provides strategic oversight of Waitī Waters' property, facilities and fleet portfolio, ensuring workplaces, depots, operational sites and fleet assets remain safe, compliant, fit for purpose and aligned with organisational needs.

What you'll do

Responsibility area	Key Deliverables
ROLE-SPECIFIC RESPONSIBILITIES	
Procurement leadership and strategy	• A Procurement strategy is in place that supports Waitī Waters' service, infrastructure and organisational objectives. • Procurement and commercial approaches support affordability, value for money, supplier resilience, regional economic growth, and long-term organisational performance. • Procurement and commercial capability are built and maintained across Waitī Waters teams responsible for procurement, supplier and contract management.
Procurement governance and sourcing	• Procurement frameworks, policies, standards and processes are fit-for-purpose, proportionate to risk/value, and consistently applied across the organisation. • Procurement activity is transparent, compliant, appropriately controlled and supports robust decision-making and audit requirements. • Market intelligence and historical spend insights informs sourcing strategies and procurement decisions.
Strategic supplier management	• Critical supplier relationships are actively managed to promote value, performance, innovation and continuity of supply.

Responsibility area	Key Deliverables
	• Other supplier relationships are managed proactively and proportionately, to deliver value for money.
Contract management and assurance	• Contract management standards and commercial assurance processes are established and embedded. • Comprehensive contract and supplier records are maintained. • Preferred supplier contracts are in place for high-volume or frequent purchases, to aggregate spend and maximise value. • Contract risks are identified early and managed effectively. • Business owners are supported to achieve strong supplier performance and contractual outcomes.
Infrastructure and programme commercial support	• Capital, operational, technology and transformation programmes receive timely commercial advice and procurement support. • Commercial risks, procurement strategies and contracting approaches support successful programme delivery.
Property, facilities and fleet leadership	• Waitī Waters' workplaces, depots, operational sites and fleet are safe, compliant, fit for purpose and support organisational performance. • Property, facilities, accommodation and fleet requirements are planned and prioritised, supported by accurate information and forward work programmes. • Asset utilisation, service quality and costs are actively managed. • Opportunities to improve utilisation, efficiency, service quality and value for money are identified and implemented. • Significant property, facilities and fleet issues are resolved promptly and effectively.
Service provider and workplace management	• Performance of landlords, facilities providers, fleet providers, utilities, security, cleaning, maintenance, and other workplace and corporate service providers is effectively managed. • Service contracts, performance expectations and supplier outcomes are monitored, with underperformance and service-delivery issues address promptly. • Service levels support operational needs, safe and compliant workplace and fleet, and a positive employee and visitor experience.

Responsibility area	Key Deliverables
	• The Procurement Advisor is supported to coordinate day-to-day property, facilities, workplace and fleet administration.
COMMON RESPONSIBILITIES	
People leadership	• Clear performance expectations are set and regularly reviewed for all direct reports. • Staff are actively developed through coaching, feedback and development opportunities. • Poor performance is addressed promptly and fairly. • A positive, inclusive team culture, consistent with the Waitī Waters 'How We Work' principles is fostered and workloads are actively managed. • Own professional development is actively managed, including maintaining relevant technical and leadership capability. • Contribute to organisational priorities and as a visibly active member of the leadership cohort.
Health and safety	• Own safety and the safety of others is actively managed at all times. • Full compliance with Waitī Waters health, safety and wellbeing policies and safe systems of work. • Incidents, near misses, hazards and risks are reported promptly through the designated system. • Health and safety risks within the team are identified, assessed and managed. • Team members are supported to complete required H&S training, inductions and emergency drills.
Emergency management	• Emergency management training and exercises are completed as required. • Roster, on-call or call-out duties applicable to the role are undertaken. • Role-specific responsibilities under Waitī Waters' emergency response plans are understood and carried out when activated. • Team readiness for emergency response is maintained, including training, rostering and coverage planning.

Responsibility area	Key Deliverables
	• Team resources are coordinated during emergency activations.

Who you'll work with

Internal	External
General Manager, Finance and Commercial	Suppliers and contractors
Procurement and Property team members	Consultants
Other Finance and Commercial leads and teams	Landlords, property and facilities providers
Capital Delivery	Fleet providers
Service Delivery teams	Industry and procurement partners
All Waitī Waters groups	

What you'll bring

Essential

- Relevant tertiary qualification in procurement, commerce, business, or a related discipline, or equivalent experience.
- Significant experience leading procurement, commercial, property or facilities functions in a complex organisation.
- Demonstrated experience developing commercial or procurement strategies, frameworks and supplier relationship approaches.
- Strong understanding of procurement governance, probity, public-sector procurement principles and commercial risk management.
- Experience leading major procurement activities, tender processes and complex contractual negotiations.
- Demonstrated success managing significant supplier and service-provider relationships.

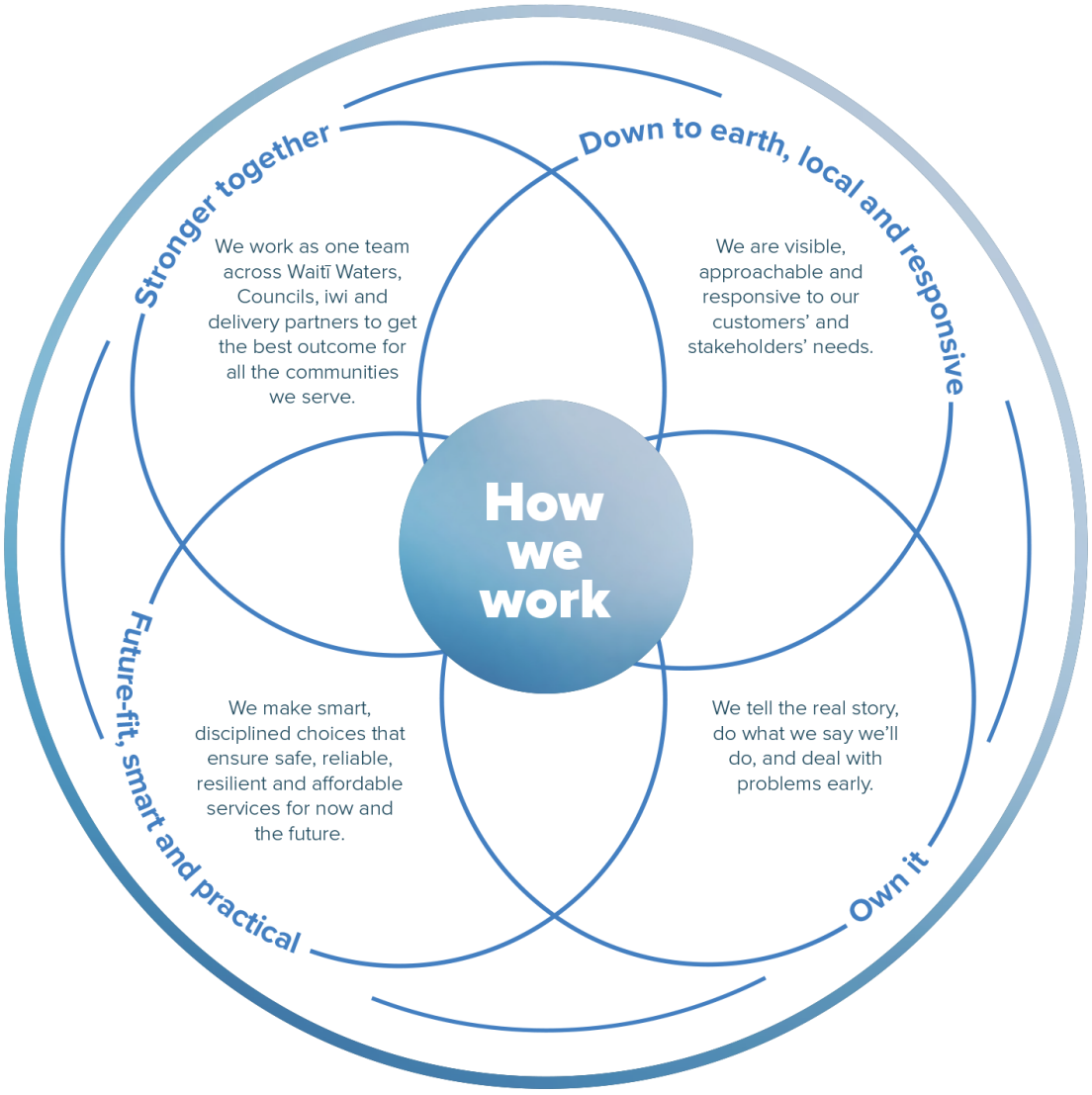
Demonstrated experience overseeing property, facilities, workplace services or fleet, including service-provider performance, compliance, planning and operational issue resolution.

- Proven people leadership experience, including building capability and leading organisational change.
- Strong commercial judgement, influencing skills and ability to work effectively with senior leaders and stakeholders.
- Understanding of infrastructure, asset-intensive or operational service environments.
- A commitment to working in partnership with iwi and hapū

Desirable

- Property, facilities or fleet management experience.
- Experience in infrastructure, utilities, local government or a council-controlled organisation.
- Experience supporting major capital programmes.

How we work



Changing this position

Waitī Waters is a new organisation, and roles are expected to evolve as the organisation matures. Waitī Waters may, from time to time, make reasonable changes to this position description in consultation with the position holder.