



NEW ZEALAND  
**RED CROSS**  
RIPEKA WHERO AOTEAROA

## POSITION DESCRIPTION

**Be part of our mission:**

*To improve the lives of vulnerable people  
by mobilising the power of humanity  
and enhancing community resilience.*

To find out more about our kaupapa, and what we stand for, visit [redcross.org.nz](https://redcross.org.nz)

**Job Title:** **Advisor Contract and Asset Management**  
**Group:** **Organisational Services**  
**Location:** **Wellington**  
**Reports to:** **Director Finance and Commercial**  
**Position status:** **Full-time**  
**Version date:** **3 May 2023**

### OUR PURPOSE

New Zealand Red Cross (NZRC) has always been about good people doing good things. We're part of the world's largest humanitarian network, helping vulnerable people and those affected by disaster and conflicts. We've been working in New Zealand for more than a century and today you'll find us lending a hand in communities throughout Aotearoa New Zealand – we're here for good.

### DIVERSITY AND INCLUSION

We are committed to providing an environment where all people feel welcomed, valued and seen in their identities.

### THE TREATY OF WAITANGI

New Zealand Red Cross is working towards understanding our obligations under the Te Tiriti o Waitangi principles. New Zealand Red Cross engagement with Te Tiriti o Waitangi is recognised as ethical best practice in relation to the application of the Red Cross Fundamental Principles and the desire of New Zealand Red Cross people to build meaningful relationships with Māori as tāngata whenua.

## **WHAT WE STAND FOR**

The Red Cross Fundamental Principles guide all we do, whether we're helping people in New Zealand communities or providing urgent relief in an international disaster.

## **ABOUT THE GROUP**

### **Organisational Services**

The Organisational Services Group provides the infrastructure and support to enable New Zealand Red Cross to function efficiently. This includes oversight of Finance and Reporting, Legal, Property, Vehicles, Procurement, Security and Information Technology.

## **POSITION PURPOSE**

The purpose of the position is to focus on developing and supporting contract management, spend analysis and asset management processes.

## **KEY RESPONSIBILITIES**

### **Contract management**

- Monitor and report on contract and supplier KPIs
- Identify areas where suppliers are not meeting contractual obligations or agreed performance levels
- Advise on contract issues and escalate on-going or high-risk issues to the Director Finance and Commercial
- Review and/or amend contracts, in accordance with legal guidelines.
- Advise on the renewal and extension process for contracts as appropriate
- Provide contract management advice and support
- Draft and revise a variety of contracts with business customers
- Ensure internal contract documents are accurate and well maintained
- Provide advice and guidance to other teams relating to contract generation
- Develop procurement framework and processes to enable business customers in their contract management
- Advise on the effective management of suppliers
- Develop and manage the process for spend analysis
- Investigate, negotiate and manage centralised procurement contracts to achieve organisational benefits from the supply of services, equipment and materials.
- Ensure our procurement and contract management approach aligns to our climate strategy and supports delivering our targets.

### **Asset management**

- Maintain and update the NZRC asset register, including all NZRC owned and leased premises, outlining key features and risks associated with each venue
- Advise on managing risk around property assets
- Support the management and maintenance of our property assets

- Work with asset management systems and tracking technologies
- Provide advice on managing and analysing inventories of all assets
- Manage leases and our obligations during their lifecycle including ensuring contracts are terminated appropriately
- Investigate, negotiate and manage centralised procurement contracts where there are organisational benefits to be gained e.g. travel, stationery
- Liaise with suppliers to obtain the best price for assets

### **General**

- Adhere to all organisational policies, procedures, standards and practices
- Undertake other duties, consistent with skills and experience, as directed by the Director Finance and Commercial

### **HEALTH SAFETY AND WELLBEING**

- Proactively ensure your actions or omissions do not adversely affect the Health, Safety and Wellbeing (HSW) of yourself or others.
- Participate in HSW induction, training, programmes and activities.
- Follow all reasonable instructions to comply with HSW legislation and regulations.
- Follow NZRC HSW policies, standards and procedures.
- Do not undertake any activities you are not adequately trained for.
- Use designated personal protective equipment (PPE) for specific work activities.
- Report hazards/risks, incidents and near misses as soon as possible after the event.

### **RELATIONSHIPS**

#### **Internal**

Director Finance and Commercial  
Other members of the Commercial team  
Other NZRC staff

#### **External**

Property Managers and Owners  
Suppliers and contractors

### **STAFF**

#### **Direct**

Nil

#### **Indirect**

NZRC users of property, equipment/assets

### **PERSON SPECIFICATION**

#### **Knowledge**

- An understanding of contract development and administration
- A working knowledge of contract law
- A good knowledge of asset management methodologies, processes and tools
- A working knowledge of procurement processes
- A knowledge of risk management as it applies to the development and management of contracts

### **Qualifications and/or experience**

- Educated to degree level or equivalent – formal qualifications business management and/or commercial law preferred
- Experience in contract management.
- Experience in property asset management
- Ideally some procurement experience
- Ideally experience in ESG supplier management
- Experience in contractor and supplier relationships
- Experience in an operational environment

### **Skills and other attributes**

- Ability to effectively manage internal and external relationships.
- Excellent written and oral communication skills
- Capable of professionally managing confidential information
- Problem solving abilities
- Superior organisational skills and the ability to work with shifting deadlines
- Commercial acumen and negotiating skills.
- Empathy with humanitarian causes.
- Enthusiasm for, and the commitment to, the work of New Zealand Red Cross.

### **TRAVEL**

The appointee may be required to undertake travel for this role.

### **DRIVER LICENCE**

A current car driver licence is required for this role.

### **DELEGATIONS**

Financial: Nil

Employment: Nil

### **NOTE**

This job description is not intended as an exhaustive list of duties and responsibilities. The job is expected to evolve and change, and New Zealand Red Cross may amend this job description after consultation with the job holder.