

Position description



Title

Procurement Manager

Reports to

General Counsel

Division

Finance

Department

Legal and Procurement

Location

Auckland

Last updated

June 2026

Our commitment as a Crown Entity

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Role purpose / Kaupapa mahi

The Procurement Manager will partner with all areas of the business to optimise, transform, and achieve strategic goals across the procurement lifecycle.

They are responsible for ensuring that Lotto NZ operates in line with procurement best practice, including conducting fair sourcing processes in accordance with internal policy and external Government Procurement Rules, with the aim of delivering best public value.

This role also provides procurement support and advice to the Lotto NZ General Counsel, as well as commercial advice and guidance on contract lifecycle management processes across the organisation.

What you will focus on / Ngā mea hei arotahi māu

Commercial sourcing support

- Collaborate with all business units to ensure Lotto NZ's strategic objectives and goals are realised during strategic sourcing processes. In particular, work with key business unit stakeholders to understand business requirements, harnessing synergies across sourcing activities, and swiftly adapting to the changing needs and environment of the Lotto NZ business.
- Lead stakeholders in the preparation of well-considered sourcing strategies and procurement planning opportunities. Ensuring identification of commercial needs, risks and requirements to match with appropriate sourcing techniques while abiding by internal policy requirements and external procurement rules.
- Support and advise the Lotto NZ General Counsel to ensure good procurement process is followed and effective contracts are procured.
- Act as a key liaison between MBIE and other relevant Government departments regarding sourcing activities, reporting requirements, and other discussions related to procurement.
- Coach and empower the business to get the best outcomes from the suppliers and providers Lotto NZ work with to ensure we are fulfilling our obligations to maximise profits that go back to the New Zealand community.
- Manage tender processes to ensure they run smoothly and on time with considerations for our internal policy requirements, external rule requirements, and probity.
- Support and lead commercial negotiations during sourcing activities, while balancing supplier selection, contract terms, commercial outcomes, risk management, and stakeholder engagement.

Supplier/contract management support & compliance

- Assist the General Counsel and the business to ensure contracts, tenders and legal documentation comply with best business practice and are consistent with Lotto NZ's commercial objectives.
- Provide commercial advice to business units and contract owners in relation to performance, risks, issues, and relationship management.
- Develop and implement supplier management frameworks that ensure suppliers are managed in a consistent and best practice approach.
- Lead formal supplier review sessions with business stakeholders for strategic and critical contracts/suppliers.
- Ensure Lotto NZ comply with Government Procurement Rules and Government procurement reporting.

General

- Drive strong and efficient procurement processes across the business through trainings and regular updates to the business with:
 - All forms of procurement to ensure good procurement process is followed.
 - Assist as required with research and evaluation of suppliers/providers in the market including pricing analysis.
 - Developing appropriate procurement plans.
 - Supporting tender processes (using GETS).
 - Developing processes around decision making.
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- Coach and empower the business to get the best outcomes from the suppliers and providers Lotto NZ work with to ensure we are fulfilling our obligations to maximise profits that go back to the New Zealand community.
 - Work with external procurement consultants where large or specialised procurements are needed.
 - Assist the General Counsel with any other procurement related tasks required.
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Other

- Any other duties as reasonably required by your manager or other key stakeholders.
 - Ensure all company policies, procedures and guidelines are followed and adhered to.
 - Take an active role in promoting and ensuring a safe and healthy workplace at Lotto NZ for yourself and others.
 - Lotto NZ's purpose is to provide safe gaming that allows New Zealanders to play and win while contributing money back to New Zealand communities: Ensure that minimising the potential for harm from our games is a key consideration in all day-to-day activities and decision making, through adhering to all Lotto NZ responsible gaming processes and policies.
 - Ensure the Lotto NZ Health and Safety policy is adhered to (including procedures in the Health and Safety Manual) and hazards, incidents and near misses are reported in the Health and Safety system in a timely manner.
 - Comply with all Lotto NZ security policies and instructions, complete all required security awareness training and report any security incidents or concerns in a timely manner.
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Your skills and experience / Ō pukenga me ō wheako

Technical skills

- Excellent time management and communication skills.
 - Practically experienced in procurement software/tools for effective reporting and supplier evaluations.
 - Good understanding of evaluation models, including criteria definition and weighting.
 - Skills in managing external communications and supplier submissions in the tender process.
 - Excellent communication and organisational skills to work collaboratively with internal and external stakeholders.
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Experience

- Ideally has experience in Government Procurement Rules and the use of the Government Electronic Tender System (GETS).
 - Experience and a good understanding of the technology sector. Ideally this would include knowledge of the latest products and services in the tech sector. Where there is a gap in knowledge on certain areas of products and services, strong research and evaluation skills are needed to quickly understand and be able to upskill the other relevant parties in the area.
 - Experience in creating and executing effective business processes.
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Qualifications

- Ideally a commercial tertiary qualification and/or a recognised CIPS qualification with commercial experience.
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Authorities / Te mana o te tūranga

People responsibilities:

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Signature authority of:

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