Message from Malcolm Harrison, Group CEO

The unprecedented times we are experiencing has seen the procurement and supply profession rising to its biggest challenge yet. The context in which our professionals operate is changing and the expectations of the Procurement and Supply professionals, from CEOs and business leaders, are much greater than twenty years ago. The devastating impact of the coronavirus pandemic sent shockwaves through our supply chains and huge demands on procurement and supply teams across the globe. CIPS, the global professional body, has risen to this challenge and has adapted and evolved to continue to support our professionals and raise awareness of the contribution that procurement and supply management make to organisations.

The constant themes such as ensuring the security and continuity of supply of goods and services, as well as the focus on obtaining value for money from suppliers, continue to be very important for all organisations. As we look to recovery post-pandemic, building the capabilities of procurement and supply chain professionals will be key to ensure supply chains are resilient into the future.

Today, the expectation of consumers is that organisations will take an ethical approach to sourcing, ensure their supply chains are free from Modern Day Slavery; embrace the importance of establishing sustainable sources of supply which protect the scarce resources of our planet and that they will operate supply chains which are not just effective and efficient, but also transparent and traceable. As we emerge from the global pandemic, these will remain a strong focus, and perhaps even more relevant to citizens and consumers and have a significant impact on the reputation of organisations. Managing this organisational risk is increasingly the purview of Procurement and Supply professionals. This puts significant additional demand on Procurement and Supply professionals, who need to be equipped with the right capabilities to meet these challenges. It also makes our profession an increasingly interesting one, in which individuals can pursue exciting and rewarding careers.

CIPS is the pre-eminent global professional body for the Procurement and Supply profession. Our mission is to improve the profile and capabilities of the profession and of those who work in it. CIPS was first established in the UK in 1932 and granted a Royal Charter in 1992. We are a not for profit organisation and have charitable status. We exist for the public good. CIPS is a membership body with over 70,000 members worldwide, of which a significant proportion are students who wish to gain professional qualifications. We work extensively with experts and thought leaders to create the Global Standard in Procurement and Supply, which is recognised internationally as the standard for the profession. We establish qualifications in line with this standard and through a network of study centres provide training for students to qualify through an exam process. CIPS also works directly with employer organisations in both the public and private sectors that employ professionals in Procurement and Supply. We offer training and assessment for organisations and business to support them in enhancing the capabilities of their teams and assist individuals to obtain professional qualifications.

Message from Sharon Morris, General Manager, Australia & New Zealand.

I joined CIPS as GM in September 2019 after a career managing and leading high-profile nation-wide campaigns and programs for the not-for-profit, corporate and government sector. With a career focused on leadership, engagement and building relationships, I am passionate about leading CIPS Australia & New Zealand and I’m joined by an excellent team based in Melbourne and New Zealand, together, we are focused on moving forward to achieve a vision of excellence and organisational success for public good.

Today, there is a focus and understanding of supply chains like never before – people across the globe are appreciating the importance of supply chain continuity as they scramble for basic supplies and services. In this current climate I believe procurement and supply is intrinsically placed to be a real change agent and driver for the greater good. Issues such as Modern Day Slavery, sustainability, shared values and ethics are core not only for the profession but also for the wider society to address; and CIPS is positioned perfectly to drive that agenda forward. As the professional body, CIPS has a crucial role to play in making this a reality for organisations both large and small, public and private, as well as to promote the profession as an exciting, responsible place for people to pursue their careers. There are many opportunities for CIPS to do this and our goal is to ensure we are globally aligned, locally relevant, and that we focus on delivering against the objectives of our Charter.

CIPS has had a presence in Australia since 2005, yet there remain many ways to be more relevant, more prominent and to grow our membership in both Australia and New Zealand. Achieving a stronger and long-term sustainable presence while growing in the region is one of the immediate areas of focus in our Strategic Plan. We welcome your interest in our organisation.
About the Chartered Institute of Procurement and Supply

“CIPS is the dynamic champion driving the global procurement and supply management profession. Thinking globally, operating locally. Holder of a Royal Charter, CIPS is a not-for-profit organisation with offices around the world. We reinvest our income to advance global best practice in procurement and supply for the public good.”

The Chartered Institute of Procurement and Supply (CIPS) is the leading independent global body representing the Procurement and Supply profession with a global membership of over 70,000 in 150 countries, including senior executives, high ranking civil servants and leading academics.

The focus for CIPS is on enhancing the capability and profile of the profession through education, qualifications, training and communication. Procurement and Supply has a major impact on organisational profitability and efficiency, and CIPS offers a ‘one stop shop’ for Procurement and Supply excellence in People, Processes and Performance.

CIPS is the world’s largest provider of specialist training in all aspects of procurement and supply and has local operations in the UK, Australia & New Zealand, Africa, the Middle East and the USA, delivering many of the same services to people and organisations around the world in order to support a truly international professional function.

CIPS also operates a linked charity, the CIPS Foundation, which supports those who do not have access to educational opportunities due to economic, political or social factors. [https://www.cips.org/]

In CIPS Australia & New Zealand, CIPS is the peak professional body for those engaged in procurement and supply chain management. With over 3,500 members in Australia, New Zealand, Papua New Guinea and Fiji, it is dedicated to promoting best practice, continuous improvement in professional standards and raising awareness of the contribution that procurement and supply management can make to organisations. CIPS Australia & New Zealand is a subsidiary and delivery arm of The Chartered Institute of Procurement and Supply.

CIPS’ Vision
To be “The Voice and Standard” of the Profession.

CIPS’ Mission
To be the authority that leads global excellence in procurement and supply.
To enhance an individual’s and organisation’s professional capability and by doing so, protect the public from poor procurement and supply processes.

The Royal Charter and Bye-laws of CIPS state that CIPS’ purpose is to:

- Promote and develop for the public benefit the art and science of procurement and supply and likewise to encourage the promotion and development of improved methods of procurement and supply in all organisations.
- Promote and maintain for the benefit of the public, high standards of professional skill, ability and integrity among persons engaged in procurement and supply.
- Educate persons engaged in the practice of procurement and supply and by means of examination and other methods of assessment to test the skill and knowledge of persons desiring to enter the Institute.

Public Benefit
CIPS delivers public benefit through a range of activities; these are agreed by the Trustees having had regard to the guidance issued by the Charity Commission on public benefit:

- CIPS promotes ethical behaviour and offers its annual ethics e-learning and test to its members free of charge.
- CIPS’ guidance on responsible and ethical procurement is freely available to members and non-members alike and its guides on modern slavery are seen as key resources on how to approach best practice for an ethical and responsible procurement strategy.
• CIPS’ members sign up to the Code of Conduct annually. This promotes positive behaviours that, in turn, lead to increased public confidence in the profession.
• CIPS provides its Global Standard, a comprehensive framework for individuals at all levels, free of charge to members and non-members alike.
• CIPS provides access to knowledge that promotes high standards of skills and ability among those engaged in procurement and supply.

CIPS’ Values

We have **integrity**: we are ethical and principled
We are **compassionate**: we genuinely care about and respect our colleagues and customers
We are **connected**: we deliver together
We are **dedicated**: we go above and beyond to make a difference
We are **proud**: to promote and support this profession in improving our world

Organisation chart
The Role

Job Description

The Chartered Institute of Procurement & Supply

The Chartered Institute of Procurement and Supply (CIPS) is the leading independent global body representing the Procurement and Supply profession with a global membership of over 70,000 in 150 countries. Procurement and Supply has a major impact on organisational profitability and efficiency, and CIPS offers a ‘one stop shop’ for Procurement and Supply excellence in People, Processes and Performance. CIPS has local offices in the UK, Australia and New Zealand, Africa, the Middle East and the USA.

Classification Information

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Job Summary

Foster relationships and drive growth by engaging a range of networking groups across the profession to support members, to enhance the profession and grow the relevance and reputation of CIPS as the leading body in procurement and supply. Improve the capability of the profession through the promotion of CIPS membership and education; supporting the Head of Professional Body and the marketing team, in sustaining and increasing membership and education pathways, by maintaining networks with education bodies and members of CIPS and the profession. Manage, identify, generate, and deliver retail and B2B business across the whole spectrum of CIPS products and services in New Zealand, ensuring strong revenue growth and increased future business opportunities.

Key Responsibilities

Relationship management:
- Identify, generate and maintain relationships with procurement and supply professionals, CIPS committee, CIPS members and CIPS employees to increase networks.
- Acquire and maintain private and public sector procurement and supply relationships to increase CIPS awareness and generate leads for CIPS for Business.
- Contribute, support and attend the annual CIPS NZ Conference and, as directed by the General Manager, any other conference, forum or activity that achieves CIPS objectives.
- Responsible for maintaining strong relationships with the CIPS Marketing Team to ensure marketing campaigns are relevant and timely to achieve CIPS objectives.
- Responsible for developing, managing, and maintaining strong relationships with CIPS suppliers to ensure
appropriate and relevant goods/services meet customer needs and key suppliers deliver on CIPS requirements.

**Business development:**
- Contribute to the development of an integrated B2B sales strategy with plans that meet the requirements of the over-arching CIPS for Business strategy and the general CIPS ANZ strategy and business plans.
- Responsible and accountable for the development of targeted sales plans to meet or preferably exceed budgeted revenue and margin targets.
- Responsible and accountable for developing CIPS for Business sales across CIPS products and services. This includes driving activity that leads to long-term relationships and profitable business, delivering or exceeding revenue and margin targets.
- Develop relationships that enhance the CIPS reputation as the leading body for procurement and that expand the opportunities for future business and referrals.
- Responsible and accountable for building long-term relationships with identified customers, leading to continued growth of business, and working in collaboration with the CIPS delivery team to ensure that customer expectations are continuously met.
- Responsible and accountable for maintaining the CIPS CRM systems and processes for recording customer activity, sales opportunities, pipeline, and business won. Produce regular reports on personal activity concisely to ensure real clarity of activity.

**Improving the capability of the profession:**
Promote CIPS membership and education, by supporting the Head of Professional Body to:
- Promote, grow and retain fully qualified MCIPS
- Grow student volumes by identifying opportunities to entice and support individuals on their procurement professional journey.
- Maintain and grow CIPS qualifications in NZ.
- Drive collaboration with subject matter experts.
- Support and promote CIPS activities, branch events, conferences and the Australasian awards.
- Champion and drive understanding of CIPS values – driving procurement and supply excellence for public good
- Share procurement thought leadership and success stories to champion CIPS and NZ procurement.

### Other Information

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<th><strong>Hours</strong></th>
<th>Open to flexible working arrangements</th>
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<tbody>
<tr>
<td><strong>Travel</strong></td>
<td>This role will require travel (Australia &amp; NZ) and teleconference calls (UK) out of normal office hours and some nights away from home which has been factored into the base salary; therefore no additional remuneration will be paid</td>
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<tr>
<td><strong>Probation</strong></td>
<td>Six (6) months from start date</td>
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<tr>
<td><strong>Notice</strong></td>
<td>Notice period during the probation period is one week and then one month from either party thereafter.</td>
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<tr>
<td><strong>Superannuation</strong></td>
<td>9.5%</td>
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<td><strong>Holiday</strong></td>
<td>20 working days holiday plus statutory holidays – holiday year from 1 November to 31 October</td>
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<td><strong>Sales Bonus</strong></td>
<td>Sales Commission as per the Global Pay and Bonus Policy. There is also a General Staff Bonus scheme. Bonuses are non-contractual, not guaranteed and can be removed at CIPS’ sole discretion. Bonus payments are non-consolidated for all other contractual and non-contractual benefits including (but not limited to) pension and life assurance.</td>
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### Qualifications & Experience

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<tr>
<td>A qualification or significant experience in business, economics or marketing and sales.</td>
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<td>Demonstrable experience in B2B sales, preferably in a service-related organisation</td>
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<td>High-level communication skills</td>
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<td>Experience of motivating, developing and managing a team</td>
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<td>Stakeholder management skills</td>
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<td>Ability to identify prospects and chase leads</td>
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<td>Proven ability to negotiate and influence</td>
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<td>Experience with design and implementation of business development strategies.</td>
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<td>Ability to deliver formal presentations and write pitch documentation, reports and commercial proposals.</td>
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<td>Commercial acumen, with experience working to and exceeding targets.</td>
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<td>The ability to self-motivate, prioritise workload and meet deadlines.</td>
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<tr>
<td>Working knowledge of/qualification in procurement and supply</td>
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<td>Knowledge of people development solutions for organisations</td>
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<tr>
<td>Experience of business education programmes and professional bodies</td>
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### Competencies

**CIPS’ Values – all employees undertake to uphold our agreed values**

- We have **integrity**: we are ethical and principled
- We are **compassionate**: we genuinely care about and respect our colleagues and customers
- We are **connected**: we deliver together
- We are **dedicated**: we go above and beyond to make a difference
- We are **proud** to promote and support this profession in improving our world

### ICT Competency Profile

<table>
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<th>ICT Competency Profile</th>
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