

**Commercial Oversight Advisor Procurement and Commercial Services**

# Our purpose

**Manaaki tangata, Manaaki whānau**

We help New Zealanders to be safe, strong and independent

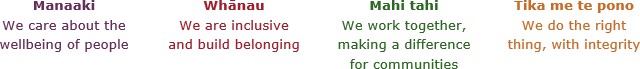
# Our commitment to Māori

As a **Te Tiriti o Waitangi** partner we are committed to supporting and enabling Māori, whānau, hapū, Iwi and communities to realise their own potential and aspirations.

**Our strategic direction**



**Our Values**



**Working in the Public Service**

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, 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.

# The outcomes we want to achieve

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| --- | --- | --- |
| New Zealanders get the support they require | New Zealanders are resilient and live in inclusive and supportive communities | New Zealanders participate positively in society and reach their potential |

**We carry out a broad range of responsibilities and functions including**

* Employment, income support and superannuation
* Community partnerships, programmes and campaigns
* Advocacy for seniors, disabled people and youth
* Public Housing assistance and emergency housing
* Resolving claims of abuse and neglect in state care
* Student allowances and loans

# He whakataukī\*

|  |  |
| --- | --- |
| Unuhia te rito o te harakeke Kei hea te kōmako e kō?  Whakatairangitia, rere ki uta, rere ki tai; Ui mai ki ahau,  He aha te mea nui o te ao?  Māku e kī atu,  He tangata, he tangata, he tangata\* | If you remove the central shoot of the flaxbush Where will the bellbird find rest?  Will it fly inland, fly out to sea, or fly aimlessly; If you were to ask me,  What is the most important thing in the world? I will tell you,  It is people, it is people, it is people |

\* We would like to acknowledge Te Rūnanga Nui o Te Aupōuri Trust for their permission to use this whakataukī

# Position detail

## Overview of position

The Commercial Oversight Advisor provides commercial and procurement advice and support across MSD. Working independently within established frameworks, they analyse and co-ordinate commercial performance and activities, manage governance processes, and develop recommendations for improvement. The role includes supporting governance board operations, conducting quality assurance, and providing input into commercial and procurement initiatives.

## Location

Wellington

## Reports to

Manager, Commercial Oversight and Performance

# Key responsibilities

## Project and Strategy Development

* Provides specialist support to enable strategic decision-making.
* Organises and helps facilitate workshops to support proactive, good practice programme and project management; (i.e. planning and risk management workshops).
* Contributes specialist knowledge to support development of commercial frameworks and policies.
* Evaluates effectiveness of approaches and recommends improvements.
* Reviews and analyses commercial documentation to ensure strategic alignment.

## Project Management

* Manages discrete commercial projects within established frameworks.
* Implements project management methodologies to achieve specific goals.
* Monitors project progress and provides regular status updates.
* Identifies and manages project risks.

## Commercial Coordination

* Maintains a broad understanding of the commercial environment, how the organisation sources, deploys and manages external partners and when it is appropriate to use in- house resources.
* Provides day to day operational support to Procurement and Commercial Services.
* Provides support with activities, requisitions, transactions and reporting through the purchasing and finance system.
* Ensures quality and compliance of procurement documentation.

## Information and Reporting

* Provides regular reporting and correspondence across the group as required.
* Provides support for Parliamentary Questions, Official Information Act requests and other government and ministerial requirements as they relate to our portfolios.
* Develops comprehensive reports using established methodologies.
* Collects and organise benchmark data.

## Governance

* Supports processes for governance boards.
* Provides advice on governance requirements and improvements.
* Supports the preparation and distribution of governance documentation and materials.
* Provides secretariat support for governance committee meetings, including coordinating agenda items, distributing papers, taking minutes, and tracking action points.
* Assists with communicating governance decisions to paper holders and maintaining records of decisions.

## Quality Assurance

* Provides a high level of support to ensure quality assurance across the team.
* Develops and implements robust protocols and ensures guidance material is readily accessible to those engaging with Procurement and Commercial Services.
* Works with staff across team and other stakeholders in the Ministry to build capability in the preparation of committee papers and the overall governance process.
* Works with key stakeholders, such as committee members to ensure requirements for papers are fully understood and issues for discussion are clearly identified.

## Business Advice

* Provides commercial and procurement advice across the Ministry.
* Analyses data and develops evidence-based recommendations.
* Manages relationships with key stakeholders to enable effective commercial outcomes.
* Works independently to deliver insights and solutions.

## Continuous Improvement

* Assists with identifying processes and systems improvements by gathering feedback and information from users.
* Helps maintain documentation of processes and procedures.
* Supports best practice standards, policies and processes to aid continuous improvement across the Procurement and Commercial Services team.
* Sets up and maintain team folders and filing systems according to established protocols, and help document procedures.

# Embedding te ao Māori

* Embedding Te Ao Māori (te reo Māori, tikanga, kawa, Te Tiriti o Waitangi) into the way we do things at MSD.
* Building more experience, knowledge, skills and capabilities to confidently engage with

whānau, hapū and iwi.

# Health, safety and security

* Understand and implement your Health, Safety and Security (HSS) accountabilities as outlined in the HSS Accountability Framework.
* Ensure you understand, follow and implement all Health, Safety and Security and wellbeing policies and procedures.

# Emergency management and business continuity

* Remain familiar with the relevant provisions of the Emergency Management and Business Continuity Plans that impact your business group/team.
* Participate in periodic training, reviews and tests of the established Business Continuity Plans and operating procedures.

# Know-how

* A tertiary qualification or a professional qualification is desirable.
* Experience in contract management systems is an advantage.
* 2-3 years' experience in a similar role, supporting Procurement/commercial teams, varying in size and complexity.
* Demonstrated ability to work independently in providing commercial or process or advice.
* Experience and understanding of Procurement lifecycle and supplier management is an advantage.
* Demonstrated experience in successfully supporting projects or programmes of work in a commercial environment.
* Strong analytical and problem-solving capabilities.
* Experience in producing effective presentations, status reports and other reports.
* Experience in working quickly and efficiently to achieve successful outcomes.
* Working experience in a complex and politically sensitive environment.
* Ability to capture, record and report key information and data to support commercial, governance and audit activities.
* Ability to present information in a compelling manner to support reporting and be able to work through others to support the delivery of projects.
* Previous experience in supporting strategies, policies and initiatives to achieve better outcomes.
* Basic understanding of the corporate governance environment, particularly within the public sector.
* Highly developed interpersonal skills with a demonstrated ability to relate to staff at all levels and an ability to develop working relationships on an individual basis.
* Project management skills.
* Familiarity with basic computer software and tools such as Microsoft Word, Excel, Visio and PowerPoint.
* Competent in navigating multiple systems including Finance Management systems.

# Attributes

* **Methodical and organised:** Shows attention to detail and takes a systematic approach to work
* **Reliable:** Follows through on commitments and can be counted on to deliver assigned tasks
* **Collaborative:** Works well with others and shows willingness to support team goals
* **Adaptable:** Responds positively to change and different ways of working
* **Service-oriented:** Shows genuine interest in supporting others and meeting their needs
* **Proactive:** Takes initiative within scope of role and escalates issues appropriately
* **Self-aware:** Knows own limitations and seeks guidance when needed
* **Open to learning:** Receptive to feedback and keen to develop new skills
* **Professional:** Maintains appropriate workplace behaviour and confidentiality
* **Composed:** Maintains steadiness and focus when managing competing demands
* **Principled:** Consistently demonstrates sound ethics and integrity in work practices
* **Engaging**: Creates positive working relationships through approachable and professional interactions

# Key relationships

## Internal

* Procurement and Commercial Services team (Portfolio Managers, Commercial Advisor, and team members)
* Governance boards and committees
* Commercial Operations Group
* Service and Contracts Management team within the Maori, Communities and Partnership group.

## External

* Ministry of Business Innovation and Employment (MBIE)
* Other shared service agencies

# Other

## Delegations

* Financial – No
* Human Resources – No

**Direct reports – No Security clearance – No**

## Children’s worker – No

Limited ad hoc travel may be required.

**Position Description Updated:** December 2024