# Ministry of Social Development logo

# Procurement and Commercial Lead

# Disability Support 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\***

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| --- | --- |
| Unuhia te rito o te harakekeKei 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 flaxbushWhere 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 Procurement and Commercial Lead role will lead and manage our most complex commercial work and oversee a range of end-to-end procurement activities within a commissioning cycle. The Ministry of Social Development commissions approximately $2.5b of disability support annually through the Disability Support Service (DSS).

This includes:

• leading annual procurement planning;

• providing commercial support and specialist procurement advice;

• analysing markets;

• implementing market growth strategies;

• managing procurement processes;

• supporting complex decisions based on clear analysis;

• applying risk management techniques; and

• negotiating and reviewing adequacy of contractual terms and commercial benefits.

This role supports an increased focus across MSD to strengthen probity and will foster the development, growth and procurement expertise across the commissioning team and the wider organisation.

### Location

National Office, Wellington

### Reports to

Director, Commissioning

## Key responsibilities

### Strategic Sourcing

• Provide expert knowledge and understanding of all components of the commissioning cycle.

• Lead annual strategic procurement planning.

• Provide advice on approach to market options that align with the commissioning framework and strategic direction of MSD.

• Engage with underrepresented providers to understand barriers to procurement, particularly Māori and Pacific communities.

• Develop strategies to grow market capability and engagement and achieve broader outcomes through market insights and stakeholder engagement.

• Engage and maintain business relationships for social, commercial and portfolio planning internally and identify options that deliver greater value.

### Suppliers and Contracts

• Negotiate and review the adequacy of contractual terms and commercial benefits to ensure achievement of outcomes.

• Ensure requirements for new contracts are clearly defined and aligned with the organisation’s needs.

• Ensure that benefits are obtained from all engagements and are aligned with the organisation’s strategic plans and priorities.

### Supplier Relationship Management

• Build collaborative relationships with suppliers to drive strategic value beyond pricing.

• Develop products and protocols that enable Ministry suppliers to work collaboratively with each other.

• Develop strategies that anticipate, manage, mitigate and monitor risks associated with providing reliable organisation wide procurement support.

### Delivery

• Deliver major/significant procurement projects to scope, time and budget and achieve successful procurement outcomes.

• Manage significant programmes of work ensuring all reporting requirements are met.

• Develop and manage strategies that anticipate, manage, mitigate and monitor the risks associated with providing commercial services.

• Collaborate with management and kaimahi regarding changes to existing or new commercial management practices as part of MSD’s Commissioning Framework.

• Commit to continuous improvement and promote effective integration, planning and co-ordination of procurement activity across the Ministry.

• Ensure the highest standards of probity and ethics in the commercial practice. This includes ensuring conflicts are effectively managed.

### Relationship Management

• Build and maintain collaborative and positive relationships across MSD. Establish and maintain sound working relationships with key contacts at relevant government departments and agencies, the disability community, non-government organisations, interest groups and other key stakeholders.

• Work proactively with partners in ways that are most likely to deliver tangible outcomes for disabled people, tāngata whaikaha Māori and Pacific disabled people, whānau and caregivers.

• Recognise and value the voice of the disability community. Work collaboratively with community groups, disabled people, tāngata Whaikaha Māori, Pacific disabled people, whānau and providers reflecting their concerns and aspirations.

• Partner with key stakeholders to ensure the work programme reflects the Crown’s relationship with Māori and improves outcomes and equity and reflects our Te Tiriti o Waitangi obligations.

• Manage the relationship between DSS and other business groups in the Ministry.

• Engage with a customer focus to support the delivery of commissioning outcomes for MSD

• Become a trusted probity and procurement advisor to stakeholders.

### Risk Management

• Identify any organisational risks and take action and or seek support to minimise their impact.

• Keep your manager informed of any risk issues that may impact on the success of MSD.

### Embedding accessibility

• Embed a culture of genuine accessibility within teams where people work actively to identify and remove barriers and recognise individual strengths and needs.

## Embedding te ao Māori

* Embedding and building on Te Ao Māori within their leadership role.
* Create the conditions for Te Ao Māori and Te Tiriti o Waitangi in all decisions to ensure Te Pae Tata is delivered and embedded in your business group.

## Health, safety and security

* Understand and implement your manager accountabilities as outlined in the HSS Accountability Framework.
* Ensure health, safety, security and wellbeing policies and procedures are understood, followed and implemented by all employees.

## Emergency management and business continuity

* Take responsibility for emergency management and business continuity confirming management of the critical functions that satisfy legislative, regulatory and client obligations are in place during and after a disruptive event.
* Ensure that policies and procedures encompassing emergency management, business continuity and crisis management arrangements are understood, followed and implemented by employees.

## Know-how

• Tertiary qualification in procurement or related discipline.

• Successful experience providing senior expertise on commercial and social procurement.

• Deep knowledge and experience of government procurement policy.

• Proven leadership skills and business acumen.

• Proven project management experience.

• Successful relationship management experience and expertise in a complex and demanding environment.

• Proven experience and expertise in change management and implementing best practice.

• Experience in strengthening organisational probity and procurement capability.

• Experience in a public sector context and working knowledge of New Zealand machinery of government and government procurement policy.

• Experience influencing and engaging stakeholders.

• Experience providing technical leadership or senior advice to others.

• Understanding of Te Tiriti o Waitangi.

## Attributes

* Strong influencing skills.
* Strong relationship and engagement skills.
* Excellent skills in critical thinking and problem solving skills.
* High level of organisational and environmental awareness.
* Strong problem solving and decision-making skills.
* Exercises sound judgement and political sensitivity.
* Excellent research, numerical, planning and organisational skills
* Organisational and environmental awareness
* Ability to think strategically with a view of future requirement
* Highly effective communication skills.
* Flexible, adaptable and pragmatic
* Strong client focus
* Establishes a high-performing culture
* Welcomes and values diversity, and contributes to an inclusive working environment where differences are acknowledged and respected

## Key relationships

### Internal

* Disability Support Services Business Group
* Procurement Board
* Group managers and Team managers across the Ministry

### External

* Commissioned providers
* Non commissioned providers
* Health New Zealand – Te Whatu Ora
* Whaikaha- Ministry of Disabled People
* Ministry of Education
* ACC
* NZ Government Procurement Functional Leadership (MBIE)
* External Legal advisors
* Other Public Sector Agencies

## Other

### Delegations

* Financial – No
* Human Resources – No

### Direct reports: No

### Security clearance: No

### Children’s worker: No

Limited adhoc travel may be required

**Position Description Updated:** November 2024