

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children



Title:	Senior Procurement Advisor, Procurement & Contract Development
Group:	Partnering for Outcomes
Reports to:	Manager, Procurement & Contract Development
Location:	Wellington
Direct Reports:	Nil
Budget:	Nil

OUR ORGANISATION

About us

Oranga Tamariki—Ministry for Children is a new Ministry dedicated to supporting any tamaiti in New Zealand whose wellbeing is at significant risk of harm now, or in the future. We also work with rangatahi who may have offended, or are likely to offend. Our belief is that in the right environment, with the right people surrounding and nurturing them, any tamaiti can, and should flourish.

Our vision

Our vision is: New Zealand values the wellbeing of tamariki above all else.

Our purpose

Our purpose is: To ensure that all tamariki are in loving whānau and communities where oranga tamariki can be realised.

The Oranga Tamariki way

We're introducing a new way of doing things. A way of looking at the world that guides everything we do:



Our core outcomes

Our core outcomes are:

- All tamariki and rangatahi are in loving families and communities where they can be safe, strong, connected, and able to flourish.
- Improved outcomes for all tamariki, especially tamariki and rangatahi Māori.

POSITION PURPOSE

The purpose of this role is to lead the design and implementation of social service procurement activities, and provide quality assurance and best practice to support effective commissioning.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Procurement & best practice	<ul style="list-style-type: none">- Provide quality procurement advice and recommendations for the purchase and implementation of social service commissioning- Lead the design and development of procurement methodologies with the ability to develop responses that best enable positive outcomes- Manage and/or oversee procurement processes on behalf of Business Managers- Project management of national procurement activities, including timely and accurate communication to relevant stakeholders- Provide analysis and advice as requested on emerging social service needs- Lead the development and improvements to policies and procedures- Provide professional guidance to staff through the development of best practice operational policy and procedures- Maintain records for probity and respond to any requests for information
Risk management	<ul style="list-style-type: none">- Ensure risks are identified, minimised, monitored and managed throughout all relationships and processes- Ability to balance risk and the desired outcome
Relationship Management	<ul style="list-style-type: none">- Provide a leadership role in building and maintaining effective and collaborative relationships with internal and external stakeholders- Effectively liaise with Oranga Tamariki teams to ensure effective commissioning- Build and maintain relationships across Oranga Tamariki and other government agencies- Relationship management with Non-Government Organisations (NGO)- Ensure responsiveness to stakeholder needs
Leadership	<ul style="list-style-type: none">- Provide input to broad Ministry strategies related to procurement- Provide coaching and/or mentoring to other team members as well as support and advice as necessary

Key Result area	Key Accountabilities
	<ul style="list-style-type: none"> - Facilitating and supporting change and team capability - Contribute to forums and processes within Oranga Tamariki as required
Being part of the Oranga Tamariki team	<ul style="list-style-type: none"> - Actively and positively participate as a member of the team - Proactively look for opportunities to improve the operations of Oranga Tamariki - Perform any other duties as needed by Oranga Tamariki - Comply with and support all health and safety policies, guidelines and initiatives - Ensure all incidents, injuries and near misses are reported into our H&S reporting tool - Comply with all legislative and regulatory requirements, and report any breaches as soon as they become known - Adhere to all Oranga Tamariki procedures, policies, guidelines, and standards of integrity and conduct - Demonstrate commitment to and respect for the Treaty of Waitangi and incorporate these into your work.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> - Team Leader Procurement & Contract Development - The Procurement & Contract Development team - Partnering for Outcomes managers and staff - Staff across Oranga Tamariki - Social Sector Accreditation team
External	<ul style="list-style-type: none"> - Staff of Non-Government Organisations (NGOs) - Staff of other government agencies and key stakeholders across the social spectrum

QUALIFICATIONS & EXPERIENCE

Qualifications	<ul style="list-style-type: none"> - Social service procurement experience is essential or a tertiary qualification in a relevant field
Experience	<ul style="list-style-type: none"> - Successful experience in social service procurement and commissioning - Solid understanding of the Government Rules of Sourcing and Principles of Procurement - Understanding and/or experience working with the NGO sector - Mentoring and Coaching - In-depth knowledge of risk assessment and project management - Knowledge of government processes and direction

	<ul style="list-style-type: none"> - Understanding of Machinery of Government processes
Skills	<ul style="list-style-type: none"> - Ability to be creative and innovative in how we use procurement approaches to support the delivery of Oranga Tamariki priorities - Excellent verbal, written and interpersonal communication skills - Ability to communicate complex ideas to a variety of audiences and build and maintain rapport with others - Ability to influence action in areas for which they have responsibility but not line management authority - Anticipates and resolves problems making decisions based on sound risk management and at times with limited information - Ability to establish and maintain effective relationships with internal and external stakeholders
Travel	<ul style="list-style-type: none"> - Willing to travel to fulfil job requirements