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| Commissioning Team Coordinator |

## About us

Our agency’s purpose is to shift the system using data and evidence, so that the system invests earlier and more effectively to improve the lives of New Zealanders.

### Our values – how we do things around here



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| **Tāngata** We’re about people | **Manawa Māui** We are a catalyst for change | **Taunakitanga**We influencethrough evidence | **Puaretanga**We’re transparentby nature |
| It’s about people. They will do better, sooner and for longer, when we partner with others to develop and deliver services. | We challenge the status quo constructively and seek better ways of doing things. | We use evidence to influence positive change for New Zealanders. | We will share what we’re doing, how we’re doing it, and what we learn |

## About 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 Iwi 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.

## About the positions

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| Purpose |
| The Commissioning team operates as a centre of excellence for social service commissioning and contracting, ensuring that services are strategically aligned, outcome-focused, and compliant with all relevant standards. To achieve these goals, the team is responsible for designing and overseeing programmes that deliver public value, developing efficient systems and processes, and managing service delivery with a focus on quality and continuous improvement.The Commissioning Coordinator provides high quality coordination, administrative and project support to the Investment and Commissioning team. The role also supports the Commissioning Managers with general administration, planning, sector engagement, and contract management for the Social Investment Fund.  |
| Team and location | Investment & Commissioning, Wellington |
| Reporting to | Commissioning Manager |
| Salary band | Band 13: $61,753 - $87,180​Starting salaries are negotiated based on relevant skills and experience, with offers generally made between $70,000 to $80,000. |

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| **Administrative Support*** Provide support with communications, documents, reports, spreadsheets and presentations including data entry, typing, drafting, formatting and editing.
* Set up and maintain effective filing systems, procedures, and processes to ensure quick access to information.
* Organise and book travel and accommodation as required.
* Assist with diary management and team calendars as required.
* Provide photocopying services, collation, and distribution of papers as required.
* Provide support with data analysis and data entry as required.
* Seek opportunities for continuous improvement to increase the effectiveness of the team.
* Support audit processes as required.
* Familiarise yourself with relevant legislation as required such as the Privacy Act 2020 and Health Information Privacy Code 2020.
* Maintain privacy and confidentially across all aspects of your work.
* Participate in risk minimisation activities and keep your manager informed of any risk issues that may impact on the success of the Social Investment Fund.

**Contract and Financial Management*** Maintain accurate records of provider contracts.
* Maintain accurate records of amendments, extensions, and correspondence related to contracts.
* Prepare reports on contract status, renewals, and risks for Commissioning Managers.
* Coordinate contract audits and ensure documentation is audit-ready.
* Receive, review and validate provider invoices against contract terms and service delivery.
* Resolve discrepancies between invoices, contracts, and service records.
* Ensure timely approval and processing of invoices.
* Collaborate with finance team to initiate payments.
* Respond to sector inquiries regarding payment status or discrepancies.
* Ensure compliance with internal controls and financial policies.

**Stakeholder Engagement*** Coordinate meetings including preparing agendas, taking minutes, booking meetings rooms, ensuring all meetings have IT requirements for presentations and online meeting facilities, meeting set up and catering.
* Attend hui with social sector stakeholders including iwi and organisations delivering services which will require travel within New Zealand.
* Build and maintain effective relationships with social sector organisations, other Government Agencies, and other teams within the Social Investment Agency, built on the principles of transparency, accountability, and partnership.

**Embedding te ao Māori** * Embed Te Ao Māori (te reo Māori, tikanga, kawa, Te Tiriti o Waitangi) into the way we do things at the Social Investment Agency.
* Support the team to ensure hui are run in accordance with agreed tikanga, including taking culturally appropriate notes and sharing information with partners.
* Build more experience, knowledge, skills, and capabilities to confidently engage with whānau, hapū and iwi.
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| **Other****Risk management*** Actively identify and manage practice level risks, including escalation of risks and issues when necessary.
* Ensure that analysis, data and information supplied is accurate and verified.
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| **Health and safety*** Take responsibility for meeting SIA’s obligations for workplace health and safety.
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## About you – what you will bring specifically

### Qualifications

Relevant tertiary qualification

### Experience and knowledge

* Significant experience in providing coordination and administrative support within a complex and fast-moving environment.
* Experience in commissioning or procurement preferred but not essential.
* Knowledge of relevant legislation (e.g. Privacy Act 2020).
* Excellent knowledge of administrative processes, systems, and technology.
* Advanced level of technical proficiency in Microsoft office including Word, Excel, and MS Project.
* Intermediate to advanced typing speed with experience in creating Microsoft office documents (Word, Excel).
* Experience with financial administration such as processing invoices, reconciling payments and financial reporting.
* Ability to work collaboratively to embed a performance focused culture to deliver high quality outcomes.
* Proven relationship management skills - including experience working in partnership with iwi and Māori organisations.
* Understanding of te Tiriti o Waitangi and the ability to embed its principles in operational practice.

### Characteristics

* Highly organised and approaches tasks and situations pragmatically and efficiently.
* Strong time management skills – able to prioritise work within tight timeframes and under pressure.
* Adaptable and resilient in fast-changing, complex environments.
* Willingly shares knowledge and actively contributes to a supportive environment.
* Open to feedback, self-aware, and committed to continuous growth.
* Proficient with Te Reo Māori, Te Ao Māori and mātauranga Māori concepts.

### Capabilities

* Ability to build inclusive, collaborative relationships across internal teams and external stakeholders.
* Able to communicate clearly and concisely across multiple channels.
* Demonstrate political awareness and sensitivity in a public sector and iwi environment.
* Align work with organisational goals and future-focused strategy.
* Deliver high-quality work under pressure, managing multiple priorities effectively.

### Other requirements

* Willing to take on responsibilities (within limits) outside the prescribed position description
* Travel as required (average of 2-3 days per month which may include overnight stay)