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| Commercial Specialist Commercial Operations | | | | | |
| Our purpose **Manaaki tangata, Manaaki whanau** 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**** | | | | | |
| **Mana manaaki** A positive experience  every time | | **Kotahitanga** Partnering for greater impact | | **Kia takatū tātou** Supporting long-term social and economic development | |
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| ****Our Values**** | | | | | |
| **Manaaki** We care about the wellbeing of people | **Whānau** We are inclusive and build belonging | | **Mahi tahi**  We work together, making a difference for communities | | **Tika me te pono** We do the right thing, with integrity |
| ****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. | | | | | |
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| The outcomes we want to achieve | | | | | |
| 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 primary role of the Commercial Specialist is to provide commercial advice and support to business managers around commercial needs covering planning, sourcing and managing contracts. This role manages and/or assists in the implementation of procurements and contracts in conjunction with business units.  
  
The Commercial Specialist also provides support to the business with the RfX processes including drafting procurement plans and facilitating tender processes; to ensure an efficient and effective result is obtained.

Location

National Office Wellington or Rotorua

Reports to

People and Capability Lead

## Key responsibilities

Sourcing Management

* Provide technical expertise to manage low-med value, risk or collaborate sourcing strategies
* Recommends and manages the most appropriate and efficient method for strategic sourcing initiatives/agreements for the Ministry from analysis of Ministry spend, end-user activity and the marketplace
* Maintaining all relevant procurement standards relating to transparency, value for money, open and effective competition, fair dealings, accountability, due process and non-discrimination.

Negotiation

* Plan and execute negotiation strategies that will meet the overall goals and ensure achievement of Ministry outcomes and strategy
* Negotiates with vendors/contractors to obtain maximum benefit to the Ministry from third party spend
* Recommends appropriate resolution to problems that may arise during commercial processes.

Supplier Relationships

* Develop strong relationships with key strategic suppliers
* Utilise supplier relationships to gather market intelligence to apply to business planning and advice
* Manage identified contracts/suppliers within allocated portfolio
* Provide feedback/review channel for suppliers

Stakeholder Engagement

* Manage relationships at all levels including, those external to the organisation
* Manage the relationship between commercial services and other groups in the wider Ministry
* Engage with a customer focus to support the delivery of Ministry outcomes
* Become a trusted advisor to stakeholders.

**Delivery**

* Plan commercial projects, ensuring all reporting requirements are met
* Develop and manage processes that anticipate, manage, mitigate and monitor the risks associated with providing commercial services
* Collaborate with management and staff regarding changes to existing or new commercial management practices
* Ensure the highest standards of probity and ethics in the commercial practice.

## 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

* Proven commercial procurement experience or commercial procurement management experience
* Relevant business or technical qualification at tertiary level or equivalent commercial experience is desirable
* Member of or studying towards becoming a Member of the Chartered Institute of Purchasing & Supply (MCIPS) or equivalent is preferred
* Good understanding of the Government Procurement rules
* Experience in leading sourcing activities through tender, RFX processes
* Good understanding of All of Government contracts and how these operate
* Good understanding of strategic sourcing methodologies, tools, techniques – including technology trends, market rates and cost drivers
* Proven experience in establishing documentation and audit trails
* Experience in assisting with the drafting of legal documents, contractual negotiations, and SLA development and implementation
* Demonstrated customer service commitment and networking and business relationship management.

## Attributes

* Relationship managements skills – able to establish, build and maintain effective working relationships
* Good interpersonal skills – able to adapt these to meet audience, able to build trust and demonstrate advocacy
* Sound decision making skills – able to analyse complex information from a variety of sources, make sound judgements and assumptions based on fact.
* Good organisational skills – able to plan work, prioritise and work in a systemised way to meet competing deadlines without compromising quality
* Target driven and commitment to attainment of goals
* Knowledge of negotiation skills – able to influence others to see own point of view, gains agreement from multiple parties, finds compromise when necessary.
* Committed to customer service – strong client focus, understands needs of customers, aims to exceed expectations
* Excellent communication skills – in a variety of medium, particularly oral and written.

## Key Relationships

Internal

* GM Commercial Services
* Manager Capability and Practice
* Procurement Portfolio Managers
* Deputy Chief Executives and General Managers
* MSD Business Managers
* Legal Services Group
* Finance Group
* Financial Analysts

External

* Third party contractors and suppliers
* Other Public Sector Agencies
* Audit NZ and external auditors
* External Legal advisors
* NZ Government Procurement Fucntional Leadership (MBIE)

## 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:** September 2021