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| Principal Commercial SpecialistProcurement and Commercial Services |
| Our purpose **Manaaki tangata, Manaaki whanau**We help New Zealanders to be safe, strong and independent |
| Our commitment to MāoriAs 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
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| ****He Whakataukī\***** |
| 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 |

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| Position detailOverview of positionThe Principal Commercial Specialist will lead and manage our most complex commercial work and oversee a range of activities within portfolios. This role will develop strategic sourcing strategies, oversee processes and establish supplier relationship management approaches that enables business outcomes that align with MSD immediate and long-term strategic directions.This role mentors others to share best practice and experience.LocationWellington National Office or RotoruaReports toPeople and Capability Lead Key responsibilitiesStrategic Sourcing* Develop and deliver portfolio and sourcing strategies that meet the needs of stakeholders and align with MSD’s strategic direction
* Engage with underrepresented providers to understand barriers to entry, 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 commercial and portfolio planning and identify options that deliver greater value for MSD and our clients.

**Suppliers and Contracts*** Negotiate and review the adequacy of contractual terms and commercial benefits to ensure supplier goals align with organisational needs
* Ensure requirements for new contracts are clearly defined and aligned with the organisation’s strategic relationship management framework
* 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 all the risks associated with providing reliable organisation wide commercial services.

Stakeholder engagement* Lead and 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 work programmes and projects, 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 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 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* Extensive senior commercial procurement experience or commercial procurement management experience
* Qualification in strategic procurement, MCIPS, or degree in related discipline
* Proven leadership skills and ability to manage specialised and diverse project teams
* Proven strategic sourcing experience
* High level project management experience
* Extensive relationship management experience and expertise in a complex and demanding environment
* Proven experience and expertise in change management and implementing best practice
* Experience in a public sector context and working knowledge of New Zealand machinery of government and government procurement policy.
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| Attributes* Highly developed interpersonal skills with a demonstrated ability to relate to staff at all levels
* Well-developed planning and organisational skills
* Strong negotiator, influential with others to achieve goals and create solutions
* Very effective communication skills – in all forum especially written and oral
* Sound analytical skills – able to analyse information from a variety of sources and draw conclusions, which enable accurate decision taking
* Excellent relationship management skills – able to establish rapport, build and maintain relationships with all levels of an organisation
* Able to maintain objectivity, fairness and professionalism at all times
* Strong partnership builder
* Exercises sound judgement and political sensitivity
* Flexible, adaptable and pragmatic
* Strong client focus
* Welcomes and values diversity, and contributes to an inclusive working environment where differences are acknowledged and respected
* Excellent negotiation skills – able to influence others to see own point of view, gains agreement from multiple parties, finds compromise when necessary
* Demonstrated customer service commitment and networking and business relationship management.

Key Relationships Internal* Commercial Portfolio Managers
* Senior Advisors commecial
* Capability and Practice Manager
* People Leader

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

Other Delegations* Financial – No
* Human Resources – No

Direct reports - NoSecurity clearance - NoChildren’s worker - NoLimited adhoc travel may be required**Position Description Updated:** July 2024 |