# Ministry of Social Development logo

# Purchasing Specialist

# Commercial Operations Group

## 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 primary role of the Purchasing specialist is to provide specialist advice and support to business managers relative to planning, sourcing and managing the implementation and operationalisation of contracts, including maximising the benefits of contracts, catalogues, supplier relationships when purchasing goods and services from both contracted and non- contracted suppliers. This role assists in the identification of opportunities , establishing and implementation of supplier agreements and applies a continuous quality improvement approach to increase efficiency of the purchasing systems.

### Location

National Accounting Centre

### Reports to

## Team Manager Purchasing Services

## Key responsibilities

### Planning

* Provide functional support to suppliers and the business, in the use and functionality of purchasing system
* Contribute to the development and implementation of purchasing systems and processes
* Periodically review agreements and make recommendations as appropriate to reduce supplier costs across portfolios
* Maintain the integrity of the vendor master data, catalogues and ensure the provision of effective and efficient processing, information management and reporting systems
* Investigate, and recommend appropriate resolution to problems that may arise during commercial purchasing processes

### Sourcing

* Ensure all sourcing and purchasing activities are conducted in accordance with MSD Procurement Policy and Government Procurement rules
* Provide technical expertise to negotiate and manage supplier relationhips to achieve best value for money purchasing strategies that are fiscally prudent and meet the business requirements for products and service categories
* Support the development, implementation and management of purchasing catalogues that align to contracts
* Provide expert support and advice to managers and staff on options to source products and services including appropriate purchase and payment methods
* Maintain all relevant procurement and financial standards relating to transparency, value for money, open and effective competition, fair dealings, accountability, due process and non-discrimination

### Manage

* Develop strong relationships with key strategic suppliers to ensure purchasing and financial interactions and administration are well managed
* Utilise supplier relationships to gather market intelligence to apply to Purchasing Services planning and advice
* Manage identified catalogues and agreements within allocated portfolio categories
* Provide feedback/review channel for suppliers
* Analyse trends and data in purchasing and payments to identify opportunities for improvement and advice to managers

### Stakeholder Engagement

* Manage relationships at all levels including those external to the organisation
* Support 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

## 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 purchasing experience or commercial procurement experience
* Relevant business or technical qualification at tertiary level or equivalent commercial experience is desirable
* Member of or willing to study towards becoming a Member of the Chartered Institute of Purchasing and Supply (MCIPS) or equivalent is preferred
* Good understanding of the Government Procurement rules
* Experience in 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 catalogues for efficient and effective use by the business
* Demonstrated customer service commitment, networking and business relationship management

## Attributes

* Relationship management 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

* Group GM Commercial Services
* Team Manager Purchasing Services
* NAC Team members and Managers
* Procurement Portfolio Managers
* Deputy Chief Executives and General Managers
* MSD Business Managers
* Finance Group
* Financial Analysts

### External

* Third party contractors and suppliers
* Other Public Sector Agencies
* Audit NZ and external auditors

## 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:** August 2025