# Disability Support Services and Ministry of Social Development, Te Manatū Whakahiato Ora

# Director Commissioning

## 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 Director Commissioning provides strategic leadership, planning, and delivery of commissioning activities across the organisation. They ensure that commissioning activities and processes align with organisational objectives, deliver value for money, and support service excellence.

The role is responsible for leading the direction of commissioning and building a high-performing, compliant, and innovative commissioning team.

The Director Commissioning is a key leader in the DSS Commissioning, Funding (& Data) team, who is focussed on achieving positive social outcomes for disabled people through effective and efficient commissioning practice.

### Location

National Office, Wellington

### Reports to

General Manager Commissioning & Funding

## Key responsibilities

* Set the overall strategy and direction for Commissioning across DSS, ensuring alignment with organisational goals and longer term direction.
* Oversee the development and implementation of the organization’s commissioning Framework.
* Oversee the end-to-end procurement lifecycle, ensuring robust planning, market engagement, and contract award processes.
* Lead, coach, and develop the commissioning team, fostering a culture of high performance, professional growth, continuous quality improvement, setting clear objectives and monitoring performance.
* Oversee the planning, execution, and delivery of major commissioning (including contracting) strategies, initiatives and high-value contract negotiations, ensuring optimal outcomes and risk mitigation.
* Ensure robust commissioning practices, including provider relationship management, contract negotiation, compliance, and performance monitoring.
* Work collaboratively with DSS and MSD colleagues to share practice, ensure alignment and promote consistent standards.
* Ensure all commissioning activities comply with relevant legislation, policies, and ethical standards.
* Drive continuous improvement across the commissioning life cycle in order to improve outcomes for disabled people.
* Leverage data and evidence to drive insights, planning and prioritisation and investment decisions
* Maintain oversight of quality performance across categories and ensuring robust assurance processes are in place
* Lead capability uplift initiatives across the business unit
* Manage strategic relationships with key internal and external stakeholders, including executive leadership, suppliers, and regulators.
* Monitor and report on commissioning outcomes, risks, and opportunities to the executive team

**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

* Relevant tertiary qualification and or equivalent experience
* Strong knowledge and experience of public sector commissioning and procurement frameworks, policies, and best practices.
* Deep expertise in commissioning for outcomes
* Significant expertise in contract management, category management, and risk mitigation.
* Significant experience in the application of data, evidence and insight to deliver better outcomes
* Significant experience in implementing different funding models
* Proven leadership and team development skills, with experience building high-performing, teams in high-pressure environments.
* Knowledge of and/or experience and understanding of disability issues and an ability to establish trust and credibility with the disability sector.
* Significant experience in providing strategic advice to leaders
* Strong leadership, change management, and team development skills.
* Advanced analytical and strategic planning abilities.
* Excellent stakeholder engagement and negotiation skills
* Strong ability to set a clear strategic direction and make confident decisions that align with organisational goals.
* Highly developed negotiation, conflict resolution, and stakeholder management abilities, with experience engaging at senior executive and board levels.
* Excellent written and verbal communication skills, with the ability to influence, advocate, and represent the organisation in high-stakes settings.
* An understanding of equity issues and Te Tiriti o Waitangi, and the implications of working in partnership for improved outcomes.

## Attributes

* Strong ability to inspire, influence others and motivate people through purpose and vision
* Proven senior leadership skills
* Strong partnership builder
* Excellent relationship management and networking skills
* Environmental and organisational awareness coupled with political savvy
* Role models integrity and accountability
* A wide ranging perspective that contributes to excellent decision quality
* Proven credibility in delivering value add services, projects and programmes that enable business capability and performance
* Take complex ideas/concepts and identify/turn these into practical actions, including obtaining engagement, commitment and buy in from relevant stakeholders
* Exercises sound judgement and political sensitivity
* Excellent analytical and problem solving skills - able to identify and define problems, provide resolutions
* Highly effective communication skills
* Flexible, adaptable and pragmatic
* Strong client focus
* Establishes a high-performing culture
* Welcomes and values diversity, and contributes to an inclusive working environment where differences are acknowledged and respected

## Key relationships

### Internal

* DSS Director Procurement & Commercial
* DSS Commissioning Principal Advisor
* DSS Design & Delivery Team
* DSS Quality Assurance & Improvement Team
* DSS Business Support Team
* DSS Shared Services Team
* DSS Taskforce
* DSS Finance team
* DSS Legal team
* MSD Policy
* MSD Māori, Community & Partnerships

### External

* Other Government Agencies
* Crown Entities (other Commissioners)
* Third party commissioned providers
* Disabled communities

## Other

### Delegations

* Financial – Yes level 4
* Human Resources - Yes level 4

### Direct reports - Yes

### Security clearance - No

### Children’s worker - No

Limited adhoc travel may be required

**Position Description Updated:** June 2025