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

# Principal Commercial Specialist

## 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 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 Principal Commercial Specialist will lead and manage our most complex commercial work and oversee a range of activities within categories of commissioning activity. This role will develop strategic sourcing strategies, oversee processes, including process improvements, and establish supplier relationship management approaches that enables outcomes to align with DSS immediate and long-term strategic direction.

This role mentors others to share best practice and experience across commissioning and wider DSS and provides strategic advice to leaders across the group.

### Location

Various

### Reports to

Manager Commercial Outcomes

## Key responsibilities

Strategic Sourcing

* Develop and deliver category and sourcing strategies that meet the needs of stakeholders and align with DSS’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 economic benefit and 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 DSS and disabled people.

**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**

* Support the building of collaborative relationships with suppliers / providers to drive strategic value beyond pricing
* Develop products and protocols that enable DSS and Ministry suppliers/providers 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 support) the building of commercial capability across DSS commissioning and funding teams.
* Lead and manage relationships at all levels including, those external to the organisation
* Manage the relationship between DSS Commissioning and other groups in the wider Ministry.
* Engage with stakeholders with a focus on outcomes and public value while supporting overall delivery of DSS objectives and direction.

Delivery

* Plan work programmes and projects, ensuring all reporting requirements are met.
* Develop and manage strategies that anticipate, manage, mitigate, escalate as appropriate and monitor the risks associated with providing commercial services.
* Work across DSS collaboratively to ensure effective delivery of procurement and commercial projects / initiatives.
* 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

* 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.

## 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

* GM Commissioning & Funding
* Director Procurement & Commercial
* DSS Contracts and Funding
* DSS Commissioning
* Manager Commercial outcomes
* MSD Procurement and Commercial Services team
* MSD Business Managers
* Legal Services Group
* Finance Group
* Financial Analysts

### External

* Third party contractors and suppliers
* Counter parts at 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 - No

### Security clearance - No

### Children’s worker - No

Limited adhoc travel may be required

**Position Description Updated:** July 2025