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

# Senior Commercial Procurement Lead

## 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 Senior Procurement Commercial Lead provides strategic, system-level commercial leadership for Disability Support Services, leading the most complex and high-value commercial initiatives, shaping the commercial strategy for DSS, and driving commercial excellence across DSS and the Ministry.

### This role is responsible for influencing and enabling sector-wide outcomes, embedding best practice, and ensuring the delivery of innovative, high-quality, and value-driven commercial solutions that align with DSS’s immediate and long-term strategic objectives.

### Location

Various

### Reports to

Director Procurement & Commercial

## Key responsibilities

### Strategic System Leadership

* Support the Director to set and drive the commercial vision and strategy for DSS, ensuring alignment with MSD’s strategic direction and government priorities.
* Lead and oversee the most significant commercial projects and initiatives, including those with sector-wide impact and high risk or complexity.
* Shape and influence the commercial environment, actively engaging with government, providers, and stakeholders to deliver broader outcomes and system improvements.

### Commercial Excellence and Innovation

* Develop, implement, and continuously improve advanced commercial, procurement, and supplier relationship management frameworks.
* Lead the design and delivery of innovative commercial models and solutions, leveraging market insights to create sustainable value.
* Ensure robust risk management, compliance, and probity across all commercial activities.

### Mentoring, Capability Building, and Leadership

* Provide expert mentoring, coaching, and thought leadership to commercial and procurement professionals across DSS and MSD.
* Build commercial capability within DSS and the wider sector, fostering a culture of continuous improvement and knowledge sharing.
* Act as a trusted advisor to senior leaders, influencing executive decision-making and shaping organisational commercial maturity.

### Stakeholder Engagement and Influence

* Lead high-level engagement with internal and external stakeholders, including government agencies, sector leaders, providers, and community groups.
* Influence and negotiate at the highest levels to secure agreement, drive change, and deliver optimal commercial outcomes.
* Champion engagement with underrepresented providers, especially Māori and Pacific communities, to address barriers and grow market capability.

### Strategic Planning and Delivery

* Oversee and ensure the delivery of strategic, long-term, and complex commercial work programmes and portfolios.
* Lead commercial planning, reporting, and assurance, ensuring alignment with DSS, MSD and government objectives, including emergency management and business continuity.

## 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

* Tertiary qualification in a relevant discipline or equivalent operational experience
* Extensive senior-level experience in commercial procurement leadership, ideally at a system or sector level.
* In-depth knowledge of government procurement policy, advanced commercial strategy, and supplier relationship management.
* Proven track record leading complex, high-value, and high-risk commercial projects and negotiations.
* Advanced qualification in procurement, commercial management, or a related discipline (e.g., MCIPS).
* Demonstrated expertise in organisational change, capability building, and continuous improvement.
* Strong understanding of New Zealand’s public sector context and the machinery of government.
* Ability to analyse complex commercial environments, develop insights, and make sound, strategic decisions.

## Attributes

* Strategic thinker with a strong commercial acumen and innovative mindset.
* Exceptional leadership and influencing skills, able to drive change and build consensus at executive and sector levels.
* Highly developed interpersonal and relationship management skills, with the ability to operate effectively across diverse audiences.
* Outstanding communication skills, both written and oral, with the ability to convey complex commercial concepts clearly.
* High integrity, exercising sound judgement, political sensitivity, and professionalism at all times.
* Flexible, pragmatic, and resilient, able to navigate ambiguity and deliver results in complex environments.
* Committed to diversity, inclusion, and fostering an environment where all voices are valued.
* Motivational leader who inspires and develops others to achieve their potential and deliver on organisational goals.

## Key relationships

### Internal

* Executive Leadership Team
* DSS Business Group and Commissioning Teams
* MSD Legal
* Other MSD Business Groups

### External

* NZ Government Procurement
* Other Public Agencies
* Third party contractors and suppliers
* Audit NZ and external auditors
* External legal advisors
* Disability community, NGO’s
* Sector leaders and peak bodies

## 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