 **Senior Advisor, Procurement**

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## About Whaikaha - Ministry of Disabled People

### Our Purpose

At Whaikaha, we want an Aotearoa New Zealand where disabled people and tāngata whaikaha Māori are thriving.

We work with Deaf, disabled people, tāngata whaikaha Māori and Turi Māori, their families, whānau and communities, to drive real and meaningful change.

We can achieve more impact by working with others, so collaboration and relationship building across central and local government, businesses, iwi and hapū Māori, is key.

### Our working environment

Our team reflects the communities that we serve, and this is a strength we draw on in our everyday work. We care about the wellbeing and success of our people and seek to provide a supportive and inclusive working environment. We are committed to meeting the accessibility needs of our people through reasonable accommodations.

### Working in the Public Service

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 both the current Government and successive governments to develop and implement their policies, as well as with its relationships with Māori under the Treaty of Waitangi.

### Te Tiriti o Waitangi

Te Tiriti o Waitangi (the Treaty of Waitangi) underpins our work and we are committed to giving effect to Te Tiriti through kāwanatanga, rangatiratanga, and ōritetanga. Whaikaha values and supports the voices of tāngata whaikaha Māori, Turi Māori and recognises them in the context of their whānau, hapū and iwi.  Our team works alongside tāngata whaikaha Māori, Turi Māori, whānau, hapū, iwi and communities to affirm their aspirations and work together to give effect to Te Tiriti.

## Your place in Whaikaha

The Senior Advisor, Procurement reports to the Manager, Corporate Services within the Strategy and Enablement Business Group.

## About the role

The Senior Advisor, Procurement provides strategic procurement support and expertise across Whaikaha. The Senior Advisor, Procurement is responsible for the oversight of end-to-end procurement activities.

## How you will contribute

#### Advisory and guidance

* Provide innovative and purposeful senior advice and analysis on a range of contexts, focusing on solving problems and achieving outcomes.
* Think, plan and contribute strategically, engage in the vision of Whaikaha and position Whaikaha to meet current and future needs.
* Contribute to the development of strategy, work programme and frameworks for the group.
* Maintain up to date knowledge of the disability sector and understand the issues affecting disabled people.
* Contribute to the effective implementation of key pieces of work in a collaborate way across Whaikaha.
* Take a lead on projects as and when required.
* Share expert knowledge and understanding of all components of the procurement process.

#### Work programme delivery

* Provide thought leadership to the procurement work programme.
* Deliver procurement projects to scope, time and budget to achieve successful procurement outcomes.
* Ensure all procurement reporting requirements are met.
* Commit to continuous improvement and promote effective integration, planning and co-ordination of procurement activity across Whaikaha.
* Lead annual procurement planning.
* Develop strategies that anticipate, manage, mitigate and monitor risks associated with providing reliable organisation wide procurement support.

#### Suppliers and Contracts

* Negotiate and review the adequacy of contractual terms and commercial benefits to ensure achievement of outcomes.
* Ensure requirements for new contracts are clearly defined and aligned with the needs of Whaikaha.
* Develop products and protocols that enable Whaikaha suppliers to work collaboratively with each other, where required.

#### Relationship Management

* Build and maintain collaborative and positive relationships across Whaikaha.
* Establish and maintain sound working relationships with key contacts at relevant government departments and agencies, the disability community, non-government organisations, interest groups and other key stakeholders.
* Lead relationships as applicable to your role.
* Partner with key stakeholders to ensure the work programme reflects the Crown’s relationship with Māori and improves outcomes and equity and reflects our Te Tiriti obligations.
* Act as a trusted advisor to our people by providing credible and expert advice on procurement.
* Build collaborative, sustainable and effective relationships with suppliers to drive strategic value beyond pricing.

#### Embedding accessibility

* Embed a culture of genuine accessibility within teams where people work actively to identify and remove barriers and recognise individual strengths and needs.

#### Embedding Te Ao Māori

* Embed Te Ao Māori (te reo Māori, tikanga, kawa, Te Tiriti) into the way we do things at Whaikaha.
* Continuously build more experience, knowledge, skills and capabilities to confidently engage with whānau, hapū and iwi.

#### Contribute to our team - Whaikaha team player

* Champion and contribute to a safe, respectful and accessible workplace culture. Embrace your role as a good Whaikaha team player by showing genuine care for others, our mahi and the disabled community we serve.
* Take personal responsibility for the wellbeing, health and safety of yourself and others. Follow safe working practices, report all incidents, hazards, and near misses, and familiarise yourself with how to respond in case of an emergency.
* Stay informed about emergency management and business continuity plans relevant to your business unit and team. Understanding these plans will help you respond appropriately in critical situations.
* Familiarise yourself and comply with all Whaikaha policies, procedures, and guidelines.
* Perform other duties as may be reasonably required from time to time.

## What you will bring

We are committed to building and maintaining a diverse, inclusive and accessible workplace. While this section contains guidance as to the potential requirements for the role, it is not determinative or a complete list. We value the unique skills, strengths, perspectives and experiences that a diverse range of people may bring and will work with our people to make any reasonable accommodations needed to ensure they have a work arrangement suited to their specific needs.

To undertake this role successfully the incumbent will:

* Be a disabled person, tāngata whaikaha Māori or have lived experience as whānau, or be able to establish credibility and trust with the disability community, as well as having empathy and a deep understanding of the unique and diverse experiences of disabled people.

#### Qualifications, experience and knowledge

* Relevant tertiary qualification and or equivalent experience, this may include lived experience examples.
* Successful practical experience in a role providing advice and analysis on a complex procurement work programme.
* Proven knowledge and experience of contract management.
* Proven experience and knowledge of strengthening organisational procurement capability.
* Successful experience and knowledge of relationship management in a complex and demanding environment.
* Experience providing strategic and operational advice to leaders and stakeholders this may include lived experience examples.
* Understanding of Te Tiriti.
* Understanding of the Machinery of government (desired but not essential).

## Who you will be working with

#### Internal

* Strategy and Enablement Group
* Executive Leadership Team
* Group and team Managers
* Whaikaha kaimahi

#### External

* Service providers/suppliers
* NZ Government Procurement Functional Leadership (MBIE)
* Other government agencies

## Delegations

The following delegations apply to this position:

* People and Culture – N/A
* Financial – N/A

**Position Description** **Updated:** May 2025