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| Commissioning Advisor - generic Position Description for Manager, Principal and Senior level roles |

## About us

Our agency’s purpose is to shift the system using data and evidence, so that the system invests earlier and more effectively to improve the lives of New Zealanders.

### Our values – how we do things around here



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| **Tāngata** We’re about people | **Manawa Māui** We are a catalyst  for change | **Taunakitanga** We influence through evidence | **Puaretanga** We’re transparent by nature |
| It’s about people. They will do better, sooner and for longer, when we partner with others to develop and deliver services. | We challenge  the status quo constructively and seek better ways  of doing things. | We use evidence  to influence  positive change for New Zealanders. | We will share what we’re doing, how we’re doing it, and what we learn |

## About 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.

## About the positions

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| Purpose | |
| The Commissioning team has been established to operate as a centre of excellence for social service commissioning and contracting, ensuring services are strategically aligned, outcome-focused, and compliant with all relevant standards. This will be achieved by embedding a consistent, high-quality approach to contract establishment and entering into effective, well-managed agreements.  Key responsibilities of the team include strategic planning, procurement, contract management, performance monitoring, and quality assurance. Cross-agency collaboration will play a critical role in delivering high-performing, safe, and sustainable services. This includes identifying service gaps, mitigating risks, driving continuous improvement, and ensuring providers achieve outcomes that support SIA’s investment priorities and social wellbeing goals. | |
| Team and location | Investment & Commissioning, Wellington |
| Reporting to | Head of Commissioning |
| Salary band | The salary range for each role will be commensurate with relevant capability and experience with starting salaries as below:   |  |  |  |  | | --- | --- | --- | --- | |  | **Min** | **Midpoint** | **Max** | | Commissioning Manager | 167,790 | 197,400 | 236,880 | | Commissioning Principal | 145,683 | 171,392 | 205,670 | | Commissioning Senior Advisor | 104,885 | 123,394 | 148,073 | |

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| Strategic Commissioning These capabilities relate to design, planning, and strategic oversight of programmes that deliver public value:  **Stakeholder Engagement:**   * Build strong, collaborative relationships with the social sector, community leaders, and peers across Government * Use excellent written and verbal communication skills to present complex information clearly and persuasively to diverse audiences * Negotiate effectively with social sector organisations, community leaders, Government agencies, and other key stakeholders * Facilitate meetings, workshops, and consultation processes to gather input and build shared understanding   **Commissioning Expertise:**   * Identify, analyse, and quantify population needs using data, research, and stakeholder insights * Apply strong service design and business analysis skills to shape effective commissioning approaches * Manage procurement and contracts, ensuring quality performance and robust assurance processes * Conduct market analysis to inform commissioning decisions and strategy   **Leadership and Management:**   * Lead and motivate strategic commissioning teams to deliver results * Plan and manage projects and programmes, balancing resources and competing priorities * Lead change effectively within complex environments   **Strategic Planning:**   * Translate Government, agency, and community priorities into clear, actionable goals and plans * Apply analytical skills to understand complexity and inform strategic direction * Use strong policy understanding and financial acumen to support sound planning and decision-making |
| **Operational commissioning**  These capabilities involve designing efficient systems and processes, managing service delivery with a focus on quality and continuous improvement, and leading operational teams while navigating regulatory frameworks and change management.  **Operational Policy**   * Design and implement efficient commissioning systems and processes, including governance, consultation, contract management, payment systems, and continuous improvement mechanisms * Develop templates, guidance, clear roles and responsibilities, and staff training to support effective commissioning practice   **Service Delivery**   * Manage and support efficient procurement, contracting, and reporting functions with a strong focus on customer satisfaction and service quality * Use research, data, and evidence to drive continuous improvement in service delivery * Design and deliver events and engagement activities to support operational commissioning   **Leadership and Management**   * Lead and motivate operational teams within defined regulatory and policy frameworks * Plan and deliver projects and work programmes, balancing resources and competing priorities * Lead change effectively to support continuous improvement and operational excellence |
| **Other**  **Risk management**   * Actively identify and manage practice level risks, including escalation of risks and issues when necessary. * Ensure that analysis, data and information supplied is accurate and verified. |
| **Health and safety**   * Take responsibility for meeting SIA’s obligations for workplace health and safety. |

## About you – what you will bring specifically

### Qualifications

Relevant tertiary qualification

### Experience and knowledge

* Ability to work collaboratively to lead and embed a performance focused culture to deliver high quality outcomes
* Proven relationship management skills - including experience working in partnership with iwi and Māori organisations
* Proven experience in commissioning, contract management, or programme leadership
* Strong understanding of commissioning methodologies, service co-design, and performance-based contracting
* Demonstrated success leading large, complex, cross-agency initiatives with measurable outcomes
* Understanding of te Tiriti o Waitangi and the ability to embed its principles in operational practice
* Proficient in M365 and familiar with project management and collaboration tools

### Characteristics

* Adaptable and resilient in fast-changing, complex environments
* Comfortable with ambiguity and confident in navigating complex problems
* Open to feedback, self-aware, and committed to continuous growth
* Comfortable with a Te Ao Māori and mātauranga Māori concepts

### Capabilities

* Strong ability to influence and build inclusive, collaborative relationships across internal teams and external stakeholders
* Communicates with clarity and impact, tailoring messages for diverse audiences
* Demonstrates political awareness and sensitivity in a public sector environment
* Aligns work with organisational goals and future-focused strategy
* Delivers high-quality work under pressure, managing multiple priorities effectively

### Other requirements

* Willing to take on responsibilities (within limits) outside the prescribed position description
* Travel as required