



POSITION DESCRIPTION

Commissioning Principal Advisor

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



Tāngata

We’re about people

It’s about people. They will do better, sooner and for longer, when we partner with others to develop and deliver services.



Manawa Māui

We are a catalyst for change

We challenge the status quo constructively and seek better ways of doing things.



Taunakitanga

We influence through evidence

We use evidence to influence positive change for New Zealanders.



Puaretanga

We’re transparent by nature

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 āiane, 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

Purpose

The Commissioning team operates as a centre of excellence for social service commissioning and contracting, ensuring that services are strategically aligned, outcome-focused, and compliant with all relevant standards. To achieve these goals, the team is responsible for designing and overseeing programmes that deliver public value, developing efficient systems and processes, and managing service delivery with a focus on quality and continuous improvement.

The Commissioning Principal will provide technical expertise in strategic planning, procurement, contract management, performance monitoring, and quality assurance, while navigating complex regulatory frameworks and leading change management. Collaboration with other agencies is required to identify service gaps, mitigate risks, drive improvement, and ensure that providers achieve outcomes aligned with SIA's investment priorities and social wellbeing objectives

Team and location	Investment & Commissioning, Wellington
Reporting to	Commissioning Manager
Salary band	Band 19: \$148,878 - \$210,180 (midpoint \$175,150) Starting salaries are negotiated based on relevant skills and experience.

Strategic Commissioning

Technical leadership:

- Provide technical expertise and guidance to enable the team to operate as a centre of excellence
- Provide coaching to help the team navigate challenges and grow professional
- Contribute to the development of technical capability of the team

Stakeholder Engagement:

- Build strong, collaborative relationships with the social sector, community leaders, and peers across government
- Produce high quality written and verbal communication to ensure complex information is presented clearly and persuasively
- Lead effective negotiation with social sector organisations, government agencies, and other key stakeholders
- Facilitate meetings, workshops, and consultation processes that 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

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

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 training material to support effective commissioning practice

Service Delivery

- Deliver efficient procurement, contracting, and reporting functions with a strong focus on customer satisfaction and service quality
- Apply 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

- Support technical excellence within defined regulatory and policy frameworks
- Deliver projects and work programmes on time and to a high quality
- Support change effectively to support continuous improvement and operational and technical 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

- Significant experience in commissioning, contract management, or programme leadership
- Proven ability to work collaboratively in a performance focused culture to deliver high quality outcomes
- Proven relationship management skills - including experience working in partnership with iwi and Māori organisations
- Strong understanding of commissioning methodologies, service co-design, and performance-based contracting
- A thorough understanding of the Public Sector environment, including Government decision-making and operating procedures
- 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