



## POSITION DESCRIPTION

# Commissioning Senior 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 Senior Advisor supports strategic planning, procurement, contract management, performance monitoring, and quality assurance, while the team navigates complex regulatory frameworks. 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 17: \$106,760 - \$150,720 (midpoint \$125,600) Starting salaries are negotiated based on relevant skills and experience.

## Strategic Commissioning

### Commissioning Expertise

- Identify, analyse, and quantify population needs using data, research, and stakeholder insights
- Develop technical capability and contribute to the team's role as a centre of excellence, proactively navigating challenges and seeking support when needed
- Apply service design and business analysis skills to shape effective commissioning approaches
- Support management of procurement and contracts, ensuring high performance and robust assurance processes
- Conduct market analysis to inform commissioning decisions and strategy

### Stakeholder Engagement

- Build strong, collaborative relationships with the social sector, community leaders, and peers across government
- Produce high-quality written and verbal communication to present complex information clearly and persuasively

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- Support effective negotiation with social sector organisations, government agencies, and other key stakeholders
  - Support facilitation of meetings, workshops, and consultation processes to gather input and build shared understanding

### **Strategic Planning**

- Support the translation of government, agency, and community priorities into clear, actionable goals and plans
- Apply analytical skills to understand complexity and inform strategic direction
- Apply policy understanding and financial acumen to support sound planning and decision-making

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## **Operational commissioning**

### **Operational Policy**

- Contribute to the development and implementation of commissioning systems and processes, including governance, consultation, contract management, and payment mechanisms
- Assist in preparing templates, guidance, and training materials to support effective commissioning practice
- Support the identification and implementation of continuous improvement initiatives across commissioning functions

### **Service Delivery**

- Provide advice and operational support for procurement, contracting, and reporting processes, ensuring a focus on customer service and quality outcomes
- Use research, data, and evidence to inform decision-making and service improvements
- Assist in the planning and delivery of events and engagement activities related to commissioning

### **Operational and Technical Excellence**

- Provide technical input and subject matter expertise within established policy and regulatory frameworks
- Support the delivery of projects and work programmes to required timelines and quality standards
- Promote and apply continuous improvement practices across commissioning operations

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## **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.

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### **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

- Experience in commissioning, contract management, or programme leadership
- 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
- Strong understanding of commissioning methodologies, service co-design, and performance-based contracting
- 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

- Ability to influence and build inclusive, collaborative relationships across internal teams and external stakeholders
- Communicate with clarity and impact, tailoring messages for diverse audiences
- Demonstrate political awareness and sensitivity in a public sector environment
- Align work with organisational goals and future-focused strategy
- Deliver 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