

Senior Advisor Procurement (Fixed Term)

# 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 transparentby nature |
| It’s about people. They will do better, sooner and for longer, when we partner with others to developand deliver services. | We challenge the status quoconstructively and seek better waysof 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 position

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| **The purpose of this position** |
| The Senior Advisor Procurement (FT) is accountable for managing sourcing and procurement initiatives to drive cost-effective purchasing for SIA and SIF. This role is accountable for managing vendor relationships, contract negotiations and procurement processes.This role works extensively with internal staff members to align procurement processes with SIA and SIF goals. This role also manages risk and assurance in the delivery of procurement processes. |
| Team and location | Wellington |
| Reporting to | Chief Financial Officer |
| Salary band | Band 17: $104,885-$148,073Starting salaries are negotiated based on relevant skills and experience, with offers generally made between $104,885- $123,394. |

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| **What you will do to contribute** |
| **Procurement practice and advice*** Develop fit for purpose procurement process and practice for SIA and SIF aligned with public sector frameworks and requirements.
* Effectively deliver procurement activity for SIA and SIF.
* Provide effective procurement advice and recommendations to the business.
* Update SIA and SIF procurement policy and procedures following changes by the Ministry of Business, Innovation and Employment or changing SIA/SIF needs.
* Develop professional guidance to staff regarding procurement policy and procedures.
* Draft responses to Select Committee, Parliamentary Questions and Official Information Act requests regarding procurement.
* Ensure maintenance and accuracy of procurement records.
* Provide support the Chief Financial Officer to compile data, insights and reports relating to procurement spend, and providers.

**Procurement partnering*** Effectively manage relationships with key providers.
* Manage contracts, monitoring renewals and performance of providers.
* Establish collaborative relationships with the business as a trusted procurement SME.
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| * Influence the business to comply with good procurement practice and process.

**Commercial outcomes*** Develop value for money analysis and advice in relation to procurement activity.
* Identify, minimise, monitor and manage risks throughout all procurement processes.

**Standards Development*** Develop procurement standards as these relate to supplier optimisation, business process improvement, spend analytics and reporting.
* Ensure ongoing review and improvement of procurement policies and procedures.
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| **Risk management*** Actively identify and manage role or 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.
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**About you – what you will bring specifically**

## Qualifications

* Relevant tertiary qualification.

## Experience, knowledge & skills

* Previous experience in a procurement role with responsibility for establishing a procurement function in an organisation.
* Previous experience establishing fit for purpose procurement approaches, systems and processes.
* Strong understanding of the Government Rules of Sourcing and Principles of Procurement
* An in-depth knowledge of and an ability to apply a risk management approach to procurement.
* Excellent verbal, written and interpersonal communication skills.
* Ability to communicate complex ideas to a variety of audiences and build and maintain rapport with others.
* Strong problem-solving ability.
* Ability to make decisions based on sound risk management.
* Ability to establish and maintain effective relationships with internal and external stakeholders.
* An understanding of social investment or willingness to learn about it.

## Characteristics

* Engaging others – connects with others, listens, reads people and situations, communicates tactfully.
* Achieving ambitious goals – committed and tenacious, ambitious.
* Curious – thinks analytically and critically, displays curiosity, mitigates analytical and decision-making biases.
* Honest and courageous – shows courage, shows decisiveness, leads with integrity.
* Resilient – displays resilience, demonstrates composure.
* Comfortable with ambiguity and ‘grey area’s with the ability to navigate complex situations, adapt to

change

* Self-aware and agile – encourages feedback on own performance, can self-assess, adapts approach, shows commitment to development.
* Knowledge and understanding of Mātauranga Māori and tikanga.

## Capabilities

* Implements strategy – aligns their work with strategic objectives and SIA’s vision.
* Communicates clearly – tailors' messages so they are clear, succinct, and resonate with their different audiences.
* Supports organisational performance – suggests and acts on opportunities to do things differently and improves processes to achieve gains in effectiveness and efficiency.
* Builds relationships – builds internal relationships by contributing to their team, working collaboratively with others across the organisation and taking an organisation-wide view. Builds external relationships and interacts effectively with customers and other external stakeholders.
* Inclusive – welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.
* Shows political awareness – displays an understanding of the essentials of how the government and the public sector work and ensures that written documentation and verbal presentations reflect relevant political sensitivities.
* Manages and delivers on work priorities – plans and organises self to deliver work commitments to required timeframes and quality standards.
* Develops others – shares own experiences and learning and demonstrates and teaches specific technical skills.

## Other requirements

* Willing to take on responsibilities (within limits) outside the prescribed position description.
* A satisfactory credit check if required.
* Willingness to fully disclose interests that may overlap with SIA and SIF procurement activity.