

POSITION DESCRIPTION

Position details

Position Title	Senior Procurement Specialist
Team/Branch/Group	Property and Procurement – Finance + Performance
Location	Wellington
Date	October 2017

Our purpose

Our purpose is to grow the New Zealand economy to provide a better standard of living for all New Zealanders. To achieve this, we need a strong, high performing economy, where for example, people (workers, consumers and investors) are protected and aware of their rights and obligations; and the integrity of the environment is maintained.

As one of New Zealand's largest government agencies, the work we do impacts the lives of all New Zealanders. We work to increase household incomes by helping businesses to be more productive and internationally competitive, increasing opportunities for all New Zealanders to participate in the economy through improved job opportunities, and by ensuring quality housing is more affordable.

This is all echoed in our Māori identity – Hikina Whakatutuki – which broadly means “lifting to make successful”.

How we work

Our aspiration is that MBIE is a great place to work where great work gets done.

We believe in harnessing the potential of our people and the diverse skills and life experiences they bring to MBIE.

Our targets are challenging and require us to work with others, and across the Ministry (making the most of our size and scope).

Our people will need to adopt a generous disposition and actively seek out opportunities to be purposely collaborative across MBIE. This means asking ‘why not?’ instead of ‘why?’, and leveraging off the collective that is MBIE in the pursuit of goals that stretch right across teams, branches and groups.

We work across government, and New Zealand, in a way that enables us to expand and deepen our understanding of businesses and markets. We use our extensive presence across New Zealand and around the world to make and leverage domestic and global connections.

With our Crown entity partners we work collaboratively with other government agencies; local government; businesses; industry, sector, union and employer groups; consumer groups; Māori leaders; and scientists to develop and deliver fit-for-purpose policy, services, advice and regulation that support people, businesses, communities and regions to be successful.

As the lead agency for providing government services for business, we are focussed on making it easier for business to interact with government.

Our character

Shape We shape the agenda by challenging the status quo, and by generating and adopting new ideas, to bring those ideas to life.

Collaborate	We support each other, engage early and proactively partner in pursuit of shared goals.
Deliver	We have a can do attitude, take ownership, act with purpose, urgency and discipline, take calculated risks, celebrate success and learn as we go.

Our structure

The Ministry comprises around 3,200 staff operating in New Zealand with a further 400 staff in overseas locations.

The Ministry has seven business groups: Building, Resources and Markets; Corporate, Governance and Information; Finance and Performance; Immigration New Zealand; Labour, Science and Enterprise; Market Services; and the Office of the Chief Executive.

Finance & Performance – our team

The Senior Procurement Specialist position reports into the Head of Procurement, Property and Procurement in the Finance and Performance business group.

The functions in this group are:

- MBIE Property & Procurement
- External Reporting
- Financial Control
- Strategic Planning & Internal Reporting
- Finance Business Partners

Our purpose as a group is to be a dynamic exemplar of Finance & Performance partnering in order to drive organisational outcomes. To achieve this we have identified 4 key priorities; People, Customers, Performance and Efficiency. We measure our success, in the pursuit of excellence; leveraging collaboration and expertise across the group.

Position purpose

The Senior Procurement Specialist is a senior specialist role within MBIE that reports into the Head of Procurement. The role holder will bring their extensive procurement experience and sound business acumen to lead specialist and expert procurement advice and support to our stakeholders to delivery on the procurement needs of MBIE whilst taking a commercial view as well as working in the GPP framework.

This is a hands on senior procurement role that models good government procurement practice, achieves best value for money over whole of life and delivers the requirements of our agency. This role is also responsible for the coaching and mentoring of Procurement Specialists across a range of procurement activities.

Key relationships

- Property and Procurement branch members
- Managers and staff within Finance + Performance
- GPP Branch and senior management
- Suppliers of goods and services
- External and internal legal
- All managers and staff in MBIE

Key accountabilities and deliverables

Responsibilities of this position are expected to change over time as the Group moves through its transition process to the new operating model and beyond. The incumbent will need the flexibility to adapt and develop as the environment evolves.

Key accountability or deliverable	Indicators of success
Delivery and Results	<p>The Senior Procurement Specialist will be required to deliver results in the following areas:</p> <ul style="list-style-type: none"> • Own a number of supplier relationships that have a significant spend with

Key accountability or deliverable	Indicators of success
	<p>MBIE</p> <ul style="list-style-type: none"> • Delivery of complex negotiations of robust contractual arrangements that meet MBIE stakeholder needs whilst supporting the GPP framework • Utilising branch and other analytics to help to contributing to the development of procurement strategies and outcomes with measurable • Lead and manage the implementation and managing all-of-government contracts in a category management framework • Modelling good commercial and government procurement practice • Lead and role model in building the team's capability and MBIE's body of knowledge in designated areas of spend • Sharing lessons learned and resources to enhance the performance of the branch including coaching and mentoring of Procurement Specialists • Negotiate contracts – organisation, workgroup and business specific • Prepare contract documents and assist with input into the CMS if needed • Maintain contracts and contract variations • Manage contract end • Review and document supplier performance
Execute on Market Engagement	<ul style="list-style-type: none"> • Communicate intent • Complete RFX documentation • Manage release to market • Manage responses • Evaluate responses and report • Define recommendation to business • Communicate outcome to business and suppliers
Manage Risk	<ul style="list-style-type: none"> • Manage, document and escalate all risk to affected business units and stakeholders • Work within the MBIE F+ P risk framework • Comply with all requirements of the GPP framework
Safety and wellbeing <i>Manages own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents, incidents and near misses</i>	<ul style="list-style-type: none"> • Manages own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents and incidents. • Ensures own and others' safety at all times. • Complies with relevant safety legislation, policies, procedures, safe systems of work and event reporting. • Reports all incidents/accidents, including near misses in a timely fashion.

Competencies	
Cultivates Innovation	<p>Shape the agenda, creating new and better ways for the organisation to be successful, by</p> <ul style="list-style-type: none"> • Coming up with useful ideas that are new, better or unique • Challenging the status quo • Introducing new ways of looking at problems • Generating and adopting new and creative ideas, and putting them into practice • Encouraging diverse thinking to promote and nurture innovation
Nimble Learning	Actively learn through experimentation when tackling new problems, using both

	<p>successes and failures as learning fodder, by</p> <ul style="list-style-type: none"> • Learning as we go, when facing new situations • Experimenting to find new solutions • Taking on the challenge of unfamiliar tasks • Extracting lessons learned from failures and mistakes • Being flexible and responsive to changes in requirements • Identifying personal learning opportunities • Finding own solutions where possible
Collaborates	<p>Support others, building partnerships and working collaboratively with others to meet shared objectives, by</p> <ul style="list-style-type: none"> • Working co-operatively with others across MBIE, the public sector and external stakeholder groups to achieve shared objectives • Balancing competing interests and priorities appropriately and in line with MBIE's priorities • Identifying, engaging early and partnering with relevant stakeholders to get work done • Crediting others for their contributions and accomplishments • Gaining trust and support of others. • Addressing behaviours that do not align with our culture • Seeking and respecting the views and opinions of others • Providing timely and helpful information to others across the organisation
Customer Focus	<p>Build strong customer relationships and delivering customer-centric solutions, by</p> <ul style="list-style-type: none"> • Gaining insights into customer needs • Delivering quality, accurate, timely service and customer focussed solutions • Identifying opportunities that benefit the customer and will improve service delivery • Building and delivering solutions that meet customer expectations • Establishing and maintaining effective customer relationships • Pro-actively partnering in pursuit of shared goals. • Actively seeking and responding to customer feedback
Action Oriented	<p>Take on new opportunities and tough challenges with purpose, urgency and discipline, by</p> <ul style="list-style-type: none"> • Readily taking ownership and action on challenges, without unnecessary planning, and being accountable for the results • Identifying and seizing new opportunities • Displaying a can-do attitude in good and bad times, and celebrating success • Stepping up to manage tough situations and encouraging my colleagues to do the same
Decision Quality	<p>Make good and timely decisions that keep the organisation moving forward, by</p> <ul style="list-style-type: none"> • Making sound decisions, even in the absence of complete information • Relying on an appropriate mix of analysis, wisdom, experience and judgement to make valid and reliable decisions • Considering all relevant factors and using appropriate decision-making criteria and principles, taking calculated risks where required • Recognising when a quick 80% solution will suffice, and when it will not • Analysing information to make effective decisions in order to improve performance
	<p>Role models the standards of Integrity and Conduct for the State Services Contributes to</p>

Organisational commitment and public service	<p>the development of, and helps promote and builds commitment to MBIE's vision, mission, values and services, by</p> <ul style="list-style-type: none"> • Willingly undertaking any duty required within the context of the position • Managing own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents and incidents • Understanding Equal Employment Opportunities (EEO) principles and the application of these to MBIE • Complying with all legislative requirements and good employer obligations
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Personal specifications

A proven track record of experience and achievement in:

- At least 5 + years in practical experience in procurement and associated functions
- Well-developed coaching and mentoring skills
- Previous demonstration of best practice procurement and can show examples of practical application of strategic procurement principles with successful outcomes
- A deep understanding of change management principles and how these should be applied to maximise successful procurement outcomes
- Comprehensive understanding of market analysis principles and is able to undertake supply market research, identify trends, forecast changes and inform the development of procurement strategies that exercise a deterministic influence within key supply markets to government
- Excellent and well-honed influencing skills with the ability to support a negotiation team in the maximisation of value in multi-million dollar contract negotiation
- Thorough understanding of legal frameworks and contract law needed to deliver robust contracts
- Practical proficiency in MS Excel with an eye for detail
- Must have the legal right to live and work in New Zealand