

# Procurement/Commercial Practice Lead | Te Hoko Mai - Kiarataki Ritenga Arumoni

## Working in the Public Service | Nga mahi o te tari kāwanatanga

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa ināianei, 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 ū 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.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>)

## About Stats NZ | Mō Tatauranga Aotearoa

As New Zealand's national statistics office, Stats NZ Tatauranga Aotearoa is uniquely positioned to support the decisions that the Government, Māori and Iwi organisations, businesses, NGOs, and New Zealanders make every day. Our structure, culture, and systems are designed with collaboration and customers in mind – mobilised and working together to realise our ambition: **About Aotearoa, for Aotearoa – data that improves lives today and for generations to come.**

The increased availability of data brings data-driven innovation. Insights obtained from exploring data can lead to new and creative approaches in business, public services, and customer experience – ultimately improving the wellbeing of New Zealanders. Stats NZ Tatauranga Aotearoa, as data stewards and leaders of the data eco-system proactively protect and enhance the provision of good quality data to realise the value of data.

Stats NZ Tatauranga Aotearoa is led by the Chief Executive who is also the Government Statistician and Government Chief Data Steward.

## Te Tiriti o Waitangi

As an employee of Tatauranga Aotearoa Stats NZ and as a public servant, you are expected to recognise and respect the Crown's responsibility to give effect to Te Tiriti o Waitangi and the Treaty of Waitangi – incorporating it into your work and becoming an informed and confident te Tiriti partner. By embracing and uplifting te reo Māori, tikanga and te ao Māori at work you are contributing to the Crown's commitment under the Public Service Act 2020 to engage with Māori and support the Māori-Crown relationship.



## Role Purpose | Mō te tūnga

In your role as Procurement/Commercial Practice Lead, you will play a pivotal role in establishing commercial practice training, reporting and assurance functions that have been recently added to the accountabilities of the Head of Commercial Arrangements. The Procurement/Commercial Practice Lead position is responsible for the development and implementation of end-to-end procurement and commercial practice.

The role will report to the Head of Commercial Arrangements and will have one indirect report: Procurement/Commercial Specialist (Training, Reporting and Assurance).

The Procurement/Commercial Practice Lead will be a key driver in building a high-performing, sustainable framework that enhances operational effectiveness and compliance across commercial practices. In addition to leading the design and implementation of the new functions, this role will champion the delivery of new ways of working within the team and across Stats NZ.

The goal of the role is to embed systemic improvements into the organisations core procurement functions and the through-life management of suppliers and contracts (including associated commercial risk and conflicts of interest). The role will:

- improve contract management practices, monitoring, and training,
- uplift the commercial acumen of Stats NZ staff,
- improve conflict-of-interest policies, identification and management, and
- strengthen Stats NZ's essential assurance functions and capability, and
- ensure commercial policy and procedure compliance.

The Procurement/Commercial Practice Lead will collaborate closely with senior stakeholders to drive operational excellence, ensuring that commercial arrangements are consistently executed to the highest standards of quality and compliance.

The role will ensure that Stats NZ and suppliers meet their contractual obligations, carry out all functions to a high level of quality and consistency, via appropriately skilled and experienced staff. You will foster a culture of probity and conflict of interest awareness and pro-activity.

The role will also train and prepare the Procurement/Commercial Specialist (Training, Reporting and Assurance) so that they can continue to maintain and deliver the training, reporting and assurance functions.

Requirements in your role may change with the needs of the organisation.

| Key Outcomes   | Accountabilities  |
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| Successful Establishment of Training, Assurance, and Reporting Functions | <ul style="list-style-type: none"><li>• Lead the development and implementation of a robust framework for a fully functional and effective training program, assurance framework, and reporting system that meets the team's and organisation's objectives.</li><li>• Be responsive to Māori clients and stakeholders (internal and external) and their information management needs.</li></ul> |
| Development and Implementation of Policies and Procedures                | <ul style="list-style-type: none"><li>• Design and implement clear, comprehensive, and up-to-date policies and procedures for the Commercial Arrangements team.</li></ul>   |

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|  | <ul style="list-style-type: none"> <li>Build a consistent and standardised approach to commercial practices across the team, ensuring alignment with organisational goals and regulatory requirements.</li> </ul>   |
| Delivery of Training Programs                | <ul style="list-style-type: none"> <li>Develop and deliver training sessions and materials, ensuring Stats NZ is well-equipped to adhere to commercial best practice.</li> <li>Improve organisational performance, with increased competency in policy and procedure implementation, leading to enhanced overall efficiency and compliance.</li> <li>Collaborate with key stakeholders to gather insights into the training needs across the business.</li> <li>Ensure all relevant stakeholders are trained on commercial policies and practices to ensure understanding and consistent application.</li> <li>Ensure that training is tailored to the specific needs of teams, addressing knowledge gaps and reinforcing best practices.</li> <li>Create and manage a comprehensive training calendar to ensure all team members receive necessary updates and refreshers on practices.</li> <li>Support the creation and maintenance of a knowledge base for ongoing reference and continuous learning within the function.</li> </ul>    |
| Effective Reporting and Performance Insights | <ul style="list-style-type: none"> <li>Develop and deliver effective reporting mechanisms to track progress against key objectives</li> <li>Ensure timely, accurate, and actionable insights are enabling stakeholders to make informed decisions, leading to improved commercial performance and risk mitigation.</li> <li>Ensure the reporting processes are standardised and consistent across the Commercial Arrangements function.</li> <li>Collaborate with key stakeholders to gather insights into reporting needs across the business.</li> <li>Analyse data trends to identify reporting needs and areas for improvement and support the implementation of corrective actions.</li> <li>Work with cross-functional teams to ensure data integrity and accuracy within the reporting systems.</li> <li>Provide clear and actionable insights based on reporting data to inform strategic decisions.</li> <li>Develop reporting tools or dashboards that streamline data access and visibility for all relevant parties.</li> </ul> |
| Execution of Assurance Processes             | <ul style="list-style-type: none"> <li>Develop, maintain and deliver effective assurance mechanisms</li> <li>Lead the assurance processes to ensure all commercial arrangements meet internal and external compliance standards, with regular checks and reviews.</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>Collaborate with key stakeholders to gather insights into assurance needs across the business.</li> <li>Track compliance with established practices and policies, providing regular reports on performance and gaps.</li> <li>Ensure a well-documented and consistent approach to compliance and risk management, reducing the potential for errors and non-compliance.</li> <li>Monitor and assess the effectiveness of the new practices, providing recommendations for improvements or adjustments as needed.</li> </ul>  |
| Collaboration with Stakeholders for Alignment and Continuous Improvement   | <ul style="list-style-type: none"> <li>Work closely with senior stakeholders and cross-functional teams to ensure alignment of commercial practices with broader business objectives and to drive continuous improvements.</li> <li>Ensuring timely and relevant advice is provided to business owners that enhances outcomes but also identifies issues likely to affect desired outcomes.</li> <li>Ensure strong, collaborative relationships that result in well-aligned commercial practices and a culture of ongoing innovation and improvement.</li> </ul>  |
| Demonstrates commitment to Stats NZ Tatauranga Aotearoa policies, procedures, strategy, and related initiatives.                                 | <ul style="list-style-type: none"> <li>Actively supports our Strategy, Mana Ārite Relationship Agreement, Statistics Act 2022 and abides by other policies.</li> <li>Actively supports and engages with our Diversity, Equity and Inclusion Roadmap, policy, and principles.</li> <li>Actively demonstrates The Way We Work principles which speak to what we care about, how we do things and what is needed for all our people to be successful in our organisation.</li> <li>Demonstrates commitment to being a confident and capable partner of Te Tiriti o Waitangi. This includes an understanding of its relevance to your role as a public servant and the work you undertake at Stats NZ Tatauranga Aotearoa and building knowledge in te ao Māori, te reo Māori and tikanga.</li> </ul> |
| Demonstrates as a model public servant committed to initiatives and values outlined in the Public Service Act 2020 and any subsequent adaptions. | <ul style="list-style-type: none"> <li>Support and promote initiatives from Te Kawa Mataaho Public Service Commission, including Papa Pounamu and Kia Toipoto.</li> <li>Develop and maintain cultural capability to positively contribute to Māori Crown Relations initiatives, and actively support others to support this.</li> <li>Adhere to Ngā uara o Te Ratonga Tūmatanui Public Service values as per section 16 of the Public Service Act 2020: <ul style="list-style-type: none"> <li>Impartial – treating people fairly without personal favour or bias.</li> </ul> </li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>○ Accountable – taking responsibility and answering for work, actions, and decisions.</li> <li>○ Trustworthy acting with integrity and being open and transparent.</li> <li>○ Respectful – treating all people with dignity and compassion, acting with humility.</li> <li>○ Responsive – understanding and meeting people's needs and aspirations.</li> </ul>  |
| Demonstrated commitment to Health, Safety and Wellbeing while at work. | <ul style="list-style-type: none"> <li>● Take personal responsibility for your own health safety and wellbeing.</li> <li>● Ensure your actions or lack of action do not adversely affect the health and safety of others.</li> <li>● Report any incidents, near misses or any other concerns relating to health safety and wellbeing.</li> <li>● Make all efforts to comply with Tatauranga Aotearoa Stats NZ Health Safety and Wellbeing policies and processes to ensure the organisation is compliant with the current Health and Safety Act or regulations.</li> </ul> |

# Person specification | Ngā āhuatanga e hiahiatia ana e mātou

## **Core requirements**

- A relevant tertiary (degree-level or higher) qualification in business, commerce, law or similar.
- Minimum of fifteen years' work experience in a procurement/commercial role with proficiency in end-to-end aspects of the procurement lifecycle (including strategy, policy, sourcing, supplier relationship and contract management in large and complex environment).
- A track record of delivering training, reporting and assurance frameworks, systems and artifacts.
- Experience presenting complex information to a range of audiences.
- High quality written and oral communication skills suitable for a varied audience in a corporate setting.
- Experience using everyday office software including Microsoft suite of products (e.g., Outlook, Word, Excel, PowerPoint), Intranet, online communications channels for meetings and chat, etc.
- Competency or fluency in te reo Māori language or possess a willingness to develop knowledge and competence. (By 2040 Government aims to have 85% of its workers speaking te reo Māori).
- Experience working with major suppliers and vendors, external stakeholders and customers in the public and private sectors.
- Understanding, and practical application, of the Government Procurement Rules.

## **Desirable**

- A broad knowledge of the machinery of government and working in the public sector would be an advantage.
- Other relevant qualifications such as Member of the Chartered Institute of Procurement and Supply or World Commerce and Contracting Certified Commercial and Contract Management Expert.
- Understands Stats NZ Tatauranga Aotearoa's information and data governance standards and protocols.
- Experience working and collaborating with Māori, iwi, hapū and other Tiriti partners.
- Understands, mātauranga Māori, te ao Māori and Te Tiriti o Waitangi relevance to own role as a public servant and seeks opportunities to better meet the information needs of Māori and support initiatives to increase responsiveness to Māori.
- Understands, applies, and manages compliance by others with Stats NZ Tatauranga Aotearoa's information and data governance standards and protocols.



## Commercial Arrangements | Whakaritenga Arumoni

The Commercial Arrangements Branch is an integral part of the Technology, Operations, Commercial & Collections Group, reporting into the Deputy Chief Executive / Deputy Government Statistician.

In Commercial Arrangements we use our expertise to build strong relationships and uplift commercial and contractual capability to drive excellence within Stats NZ. Our goal is to be the gold standard of Government commercial practice.

