



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Buyers Desk Advisor

Business Group	Te Pou Rangatōpū Corporate
Location	Wellington
Salary band	A6

Mahi i roto i te Ratonga Tūmatanui | 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 whatake 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.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | [You can find out more about what this means at Role and purpose - Te Kawa Mataaho Public Service Commission.](#)

To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

***He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga
We shape an education system that delivers excellent and equitable outcomes***

We fulfil our purpose by:

- delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to ākonga and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

Tēnei Tūranga | About the role

As part of the Buyers Service Desk the Buyers Desk Advisor (P2P) is involved in the majority of purchasing activity across the Ministry and maximising the benefits of contracts, catalogues and supplier relationships when procuring goods or services. The Buyers Desk Advisor sources and procures goods and services on behalf of the Ministry from contracted and non-contracted suppliers. The role is responsible for ensuring that all purchases meet specifications, pricing, and quality and are delivered on time.

The Buyers Desk Advisor also makes recommendations on the most efficient system processes for different types of purchasing across the Ministry. The Buyers Desk Advisor works with the Procurement Specialists and Procurement Managers to identify new opportunities, manage supplier agreement records and actively seek ways to improve purchasing effectiveness and efficiency.

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Ngā Haepapa | Accountabilities

As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Lead the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead or contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

As the Buyers Desk Advisor you will:

- Provide functional services to Fusion system users including Email Phone and Systems support.
- Always maintain a high level of confidentiality and security of information
- Work with Accounts Payable and Procurement to provide advice and support to staff using the P2P system on options to source goods/services including the appropriate method of purchase and payment to be used.
- Use systems and processes to ensure consistent customer advice and outcomes. Establish relationships with customers to gain trust and respect.
- Maintain the integrity of vendor master data and purchasing data to provide effective processing, information management, and reporting.
- Ensure effective end-to-end P2P process from understanding the customers need through to provision, payment and closure.
- Work effectively in the team and independently multi-tasking, managing time and conflicting priorities to ensure that deliverables are met.
- Have an eye for detail and ensure that all purchasing activity is performed to a high standard with minimum errors.
- Appropriately challenge and ensure any purchasing requests which appear unusual are referred to the Buyers Desk Manager for a second opinion before proceeding.
- Identify opportunities to test the market for pricing and product substitutions to achieve cost savings while still meeting product specifications and not breaching contracted supplier agreements.
- Utilise knowledge of the Government Procurement Rules and apply to P2P.
- Development and manage purchasing catalogues against contracts.
- Ensure the Ministry obtains the best possible value for money when purchasing goods and services in accordance with MOE policy and Financial Delegations.
- Utilising contracted or preferred suppliers in all purchasing activities wherever possible to maximise savings, consolidate spend and reduce deliveries and invoices.

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- Negotiate with suppliers to obtain the best possible value for money when purchasing goods and services.
- Understand the Purchase order standard terms and conditions and how they apply to contracted and non-contracted suppliers.
- Set up new templates and ways of working within the P2P system to enable efficient and effective purchasing routes.
- Provide functional support to Fusion system users.
- Set up new templates and ways of working within the P2P system to enable efficient and effective purchasing routes.
- Assist the Buyers Desk Manager P2P in the development and implementation of best practice purchasing processes.
- Educate business groups on purchasing and payment processes, procedures, and guidelines. Provide spend reporting at an organisational, supplier and category level as appropriate.

You will make decisions in accordance with the Ministry's policies and delegations framework.

Wheako | Experience

To be successful in this role you will have the following experience:

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience using Microsoft Office suite of applications, including teams

Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Awareness of the Public Sector procurement environment, including the Government Procurement Rules.
- In-depth practical knowledge and experience in using a purchasing system such as Oracle or SAP.
- Knowledge of the lifecycle for purchasing and payment of goods or services and how the Buyers Desk Advisor role adds value to the process and integrity of organisational spend data.
- In-depth practical knowledge and experience in using Oracle Fusion SaaS purchasing/procurement module.

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- Understanding of the machinery of Government and Government accountability requirements
- An understanding of the standard terms and conditions in contracts and how they can be used to identify the most appropriate purchase and payment method to purchase the required goods or services.
- Ability to appropriately challenge and extend the thinking of others in a positive, respectful and professional manner.
- An eye for detail ensuring that all sourcing activity is performed to a high standard with minimum error

Tātai Pou | Our Cultural Competency

Tātai Pou is the Ministry's Māori Crown Relations capability framework. Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, confident, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

Pou Hono Valuing Māori	Developing
Pou Mana Knowledge of Māori content	Developing
Pou Kipa Achieving equitable education outcomes for Māori	Developing
Pou Aroā Critical consciousness of racial equity for Māori	Developing

Leadership Success Profile - Te Kawa Mataaho | Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes "what good looks like" for leadership at all levels. Information about how the Leadership Success Profile applies to this role is available on the Ministry's intranet.

Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	June 2026
Approved By	HR Advisory Team