

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Advisor, Buyers desk

Business Group	Te Pou Rangatōpū Corporate
Location	Wellington
Salary band	A8

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 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.

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

Buyers desk are a small, high performing team leading best practice in purchasing and transactional activity across the Ministry. The team's role is to support users in multiple system transactions ensuring the Ministry achieves maximum benefit from Contracts, Catalogues and preferred supplier relationships. All purchases must meet the specifications, pricing & quality with delivery on time. The team also deliver the Buyers desk pipeline of work and the effective delivery of functional and continuous improvement initiatives, supporting and delivering on ministry initiatives and tracking improvements and outcomes.

Ngā Kōrero e pā ana ki te Tūranga

Job Description

In this role, you will be instrumental in supporting the Manager to ensure the team delivers to our service level expectations. You will bring a strong understanding of multiple procurement and financial systems, enabling you to provide specialist Procure to Pay advice while mentoring and supporting team members to build their capability and confidence.

Working collaboratively with the Buyers Desk team, Service Managers, and Systems support teams, you will contribute across a broad range of activities. These include undertaking needs analysis, developing category and spend strategies, and managing procurement processes to deliver tangible value across the Ministry.

With a balance of operational delivery and tactical insight, this role offers the opportunity to influence better outcomes, strengthen procurement practice, and support continuous improvement across the wider organisation.

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 a Senior Buyers Desk Advisor within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Competently delivers all core Buyers desk services ensuring separation of duties, confidentiality and information security always.
- Mentors subject matter experts in portfolio delivery, ensuring knowledge expansion and delivery of improvements in the portfolios.
- Lead and deliver the complex system requirements, structured month end activities and performance reporting.
- Manages business process testing for new functions and releases customer & Buyers desk resources and training are delivered.
- Build and maintain relationships with key stakeholders (including external stakeholders) and users of performance information and collate information, prepare reports and undertake analysis on organisational performance as required.
- Support strategy and planning development processes and the preparation and review of fit for purpose

Ngā Kōrero e pā ana ki te Tūranga

Job Description

performance methods to inform and monitor organisational performance and ensure accurate data is maintained. Work effectively in the team and independently multi-tasking, managing time and conflicting priorities to ensure that deliverables are met.

- Work with others across the ministry to ensure purchasing practices are followed according to policy with consistency and that keep key governance bodies informed of progress when implementing change, developing FAQs and keeping decision documents current.
- Ensure communications are timely, easily understood and meet the needs of the audience.
- Help create a supportive and positive environment, helping others to develop and achieve and acting in the interests of the team.
- Support the team to 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 your knowledge of the Government Procurement Rules and how these apply to our work to ensure best practice is utilised.
- Ensuring contracted or preferred suppliers are utilised in all purchasing activities wherever possible to maximise savings, consolidate spend and reduce deliveries and invoices.
- Set up and implement any new templates and ways of working within the P2P system to enable efficient and effective purchasing routes.
- Support the Manager Buyers Desk in their leadership of the team by identifying opportunities to share leadership challenges and becoming a trusted source of advice and support for team members.

Wheako | Experience

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

- Knowledge and understanding of the machinery of government, public sector accountability and performance management and reporting processes.
- Experience in building and maintaining working relationships and partnerships to achieve shared outcomes.
- Strong experience with Oracle Fusion Procurement modules
- Strong experience with SAP Fieldglass contingent workforce modules
- Strong experience with SharePoint document management
- Recognised experience mentoring, influencing, and supporting change

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.

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). 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, consolidation, 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	Feb 2026
Approved By	HR Advisory Team