



## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Team Manager, Procurement Services

Business Group	Te Pou Rangatōpū   Corporate
Location	Wellington   Flexible
Salary band	M4

## 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 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 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.

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

The Team Manager, Procurement Services is part of the Ministry's Procurement team. You will lead, manage and develop one of the non-infrastructure Sourcing teams to support the delivery of outcomes that are aligned to the Ministry's purpose and agreed strategies. You will oversee the development of your team and will align the procurement approach where applicable with wider Procurement sourcing teams.

As the Team Manager, Procurement Services, you will manage one of the non-infrastructure Sourcing teams, covering direct or indirect spend. This could span Corporate, School Buying, Digital, Education Services or Social Sector categories, or other as required.



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### Ngā Haepapa | Accountabilities

#### **As a Team Manager within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:**

- Give effect to the Ministry's purpose and operating model, supporting and enabling Te Mahau.
- Lead, develop and implement an integrated workplan that is aligned to the Ministry's priorities and work programmes.
- Collaborate across the Ministry to lead and manage plans and workflows, incorporating technical expertise as needed to deliver improved services and outcomes.
- Lead, manage and contribute to the monitoring and reporting of delivery against workplans and outcomes.
- Identify, mitigate and manage risks to delivery and to the reputation and integrity of the Ministry.
- Build workforce capability and diversity by supporting others to grow, embrace change and seek out diverse perspectives.
- Create and maintain a safe, positive and inclusive workplace where people collaborate and are supported to perform at their best.
- Role model authentic practice to build capability as a good kawanatanga partner.
- Create and support networks that support kaimahi to have a voice.
- Collaborate with others to identify priorities and interdependencies and deliver outcomes for Te Mahau.
- Use data and insights to make evidence-based decisions and to respond effectively to the needs of internal and external customers.

#### **As the Team Manager, Procurement Services you will:**

- Provide assistance, support, advice, direction and leadership for non-infrastructure procurement activities to ensure internal stakeholders' needs are anticipated and met, and that opportunities with suppliers and markets developed.
- Develop procurement initiatives and category strategies in partnership with business stakeholders.
- Develop and maintain strong working relationships with key external and internal stakeholders. Understand service requirements and deliver value for money outcomes.
- Identify opportunities to improve the efficiency and effectiveness of procuring good and services, work in collaboration with wider Procurement team to implement improvements.
- Engage with markets and suppliers, striving to make it as easy as possible to be a supplier to the Ministry and making the Ministry a Client of Choice.
- Ensure supply risk is identified and managed, provide assurance and management around probity risks and procurement good practice.
- Carry out analyses of benchmark data to drive better commercial outcomes, work in collaboration with Commercial team to ensure consistency of contract management approach.
- Ensure governance is appropriate and identification of and management of risks.

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



## Ngā Kōrero e pā ana ki te Tūranga Job Description

### Wheako | Experience

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

- 5-10 years procurement experience with a strong understanding of each stage of the procurement process.
- Proven team leadership experience, experience building relationships to achieve shared outcomes.
- Experience in developing and delivering workplans that align to organisational strategies and work programmes.
- Experience in developing, monitoring, improving, and maintaining functional workflows and processes.
- Experience in leading and contributing to embedding organisational change that delivers intended outcomes.
- Experience building and leading inclusive and diverse teams and creating a safe, open, and responsive culture.
- Ideally be eligible or working towards Associate Member (Level 4) of CIPS and/or a relevant tertiary qualification in Business or Accounting.

### 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.
- Strong leadership and management skills including developing and managing a team of procurement professionals.
- 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.
- Good commercial and political nous – an understanding of what drives good service value and how to identify and minimise key commercial and political risks.
- Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organisation.

### 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	Confident
Pou Mana   Knowledge of Māori content	Confident
Pou Kipa   Achieving equitable education outcomes for Māori	Confident



**Ngā Kōrero e pā ana ki te Tūranga**

# Job Description

Pou Aroā | Critical consciousness of racial equity for Māori

Confident

## 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	May 2024
Approved By	HR Advisory Team