



Ngā Kōrero e pā ana ki te Tūranga Job Description

Lead Advisor - ICT

Business Group	Te Pou Ranagatōpū Corporate
Location	Wellington
Salary band	B4

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 Ministry of Education Procurement team is a leader in NZ government, working across the education sector to ensure critical services, capabilities and infrastructure are in place so together we can make a bigger difference for more students.

The role of Lead Advisor – ICT will provide a strategic procurement perspective, which supports delivery of critical construction/infrastructure-focused programmes. The role will lead the development of procurement strategies for national infrastructure programmes and, depending on the programme's requirements, provide cradle to grave procurement support including, but not limited to, negotiations, developing contracts, exit strategies and other activities as needed.



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

As Lead Advisor – ICT Procurement, you will develop and implement sourcing and procurement strategies for complex technology initiatives, manage end-to-end procurement processes by leading cross-functional teams, and ensures value for money while adhering to public sector best practices. This role involves significant stakeholder management, contract negotiation, performance review, and mentoring of procurement staff to build technical capability within the team.

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 Lead Advisor, ICT you will:

- Lead change and continuous improvement activities aligned with Procurement's strategic vision and purpose.
- Ensure a positive customer experience by managing expectations, delivering outcomes, engaging in process improvement, and fostering a supportive environment.
- Provide support, advice and leadership through ICT Procurement activities to ensure internal stakeholders' needs are anticipated and met, and that opportunities with suppliers and markets are appropriately developed.
- Lead high value and complex procurement activities including:
 - developing strategies which respond to complex and high-risk requirements to enable successful delivery,
 - undertaking needs analysis and procurement planning,
 - drafting procurement documentation,
 - managing the procurement process,
 - contract negotiations and awarding.
- Mentor and support other Procurement team members to complete end to end procurement activities following the creation of the relevant strategy.
- Advise key stakeholders including Senior Leadership groups across the business on Procurement process and strategic activities, ensuring the delivery of services.
- Develop sourcing strategies in partnership with the Procurement Network and client groups across the social sector.



Ngā Kōrero e pā ana ki te Tūranga

Job Description

- Identify, escalate and manage risk, feedback, and barriers for successful procurement and their mitigation.
- Promote good procurement practise in line with the Ministry's procurement policy providing advice on policy and procedures covering the selection of suppliers, tendering and the end-to-end procurement life cycle.
- Investigate the technical and commercial options for fulfilling project related requirements, including possible sources of supply, and agrees the preferred options and potential suppliers.
- Contribute to providing assurance of procurement compliance and quality by reviewing/endorsing procurement documentation (in line with relevant Ministry's procurement policies and frameworks.)
- Maintaining a good understanding of relevant supply markets through market research and appropriate engagement with suppliers and industry associations
- Lead the identified Key Relationship providers (high risk / high spend) liaising between the provider and designated Key Relationship Manager within the Ministry to build mutually successful relationships.
- Lead contract negotiations and contract development for ICT Procurement.

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.
- In-depth knowledge and experience of procurement sourcing policies and processes, within a New Zealand government context
- In depth knowledge of procurement lifecycle including Supplier Relationship Management and Contract Management
- In-depth knowledge of and substantial experience with government procurement and with leading complex/ open tender processes
- Strong negotiation, persuasion and influencing skills

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.
- The ability to view issues through a range of stakeholder perspectives, recognises broader implications and connections.



Ngā Kōrero e pā ana ki te Tūranga Job Description

- Communicates effectively and leads with influence.
- Fosters a continuous improvement culture across the team, leading out process improvement to strengthen team performance.
- Shows political awareness.

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, 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	September 2025
Approved By	HR Advisory Team