

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Procurement Advisor

Business Group	Te Mahau Takiwā, Te Tai Raro
Location	Auckland
Salary band	A7

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 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

The Advisor, Procurement role advises on and implements templates, frameworks, tools and technology solutions to enable best practice procurement ensuring compliance with State Services Commission and Ministry Procurement rules and guidelines.

You will monitor, co-ordinate and deliver 'end to end' procurement activities associated with the Homework and Tutorial initiative (Pacific Budget 25) and other Pacific project initiatives as required to ensure effective procurement, compliance, and financial oversight.

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Ngā Haepapa | Accountabilities

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

- Share specialist knowledge across the organisation and with stakeholders (regional and national), 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.
- Advise on the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Advise on the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- 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 Advisor, Procurement you will:

- Support development of, manage, monitor and advice on end-to-end procurement including (but not limited to):
 - Systems, process and databases
 - Tender Process
 - Payment and invoicing systems
- Ensure compliance with procurement rules, frameworks and policies
- Maintain accurate documentation and records
- Advice and support relevant stakeholders regarding open tender processes
- Provide quality assurance monitoring of budget spend and report risks early
- Collaborate with internal teams and engage with Pacific providers as needed.
- Provide strategic advice on process improvement and general procurement activity
- Support reporting requirements.
- Confident in working with Pacific providers and within a Pacific context
- 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 working within procurement settings in complex organisations
- Experience in building databases and Information Technology solutions to support procurement and/or projects
- Experience in working with teams and contributing to strategic initiatives, work programmes or projects that have organisational impact.

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- Experience in working with Pacific providers to build relationship and partnerships to achieve shared outcomes.
- Evidence of strong links into Pacific communities with experience and networks with business leaders, community organisers and communities, including faith-based communities
- Experience working in a Government agency and sound understanding of the machinery of government, specifically in procurement settings

Ngā Āheinga | Capabilities

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

- A proven track record of working well with people, contributing to team outcomes and meeting deadlines to ensure team success.
- A proven track record of building and maintaining trusted relationships with colleagues and key stakeholders
- A proven ability of building databases and IT tools to support work programmes, project management.
- 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 communication skills both oral and written.
- Proven ability to identify issues/risks and actions towards problem solving and performance improvement
- Ability to work in a fast-paced environment and deliver quality work on budget under time constraints.
- An understanding of inclusive and equitable practices, including anti-racist and anti-bias frameworks.
- Competent in Pacific cultural contexts and a Pacific language is a bonus
- Understanding the public sector delivery structures and system challenges of delivering targeted programmes in vulnerable communities.
- Strong links with early learning settings and schools

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



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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	July 2025
Approved By	HR Advisory