

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Commercial Manager

Business Group	Te Pou Hanganga, Matihiko Infrastructure & Digital
Location	Flexible
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 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

The Commercial Manager will work collaboratively with the delivery part of the group, other procurement functions, stakeholders and wider Ministry staff to build and maintain sustainable long term supplier relationships which deliver quality outcomes for Te Pou Hanganga, Matihiko.

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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 Commercial Manager you will:

- Primarily responsible for the commercial management of a small number of relationships with strategic supplier(s).
- Manage internal stakeholders to support and lead (as appropriate), negotiations, dispute resolution, resolving performance issues or where commercial/supplier management expertise is required.
- Work with the Senior Commercial Manager (Commercial Procurement) to ensure that supplier management activities are implemented and undertaken and that related supplier management initiatives are aligned with the Ministry's strategic direction, and all-of-government strategy and standards.
- Provide updates and briefings to Ministry leadership and Ministers on specific strategic supplier relationships.
- Ensure that the relationships the Ministry has with strategic suppliers foster a cooperative, respectful and productive working relationship.
- Own and influentially nurture relationship between stakeholders and suppliers to identify and implement value add.
- Develop and maintain effective relationships with MBIE, external suppliers, schools and other central government agencies to identify opportunities, maximising value for Te Pou Hanganga, Matihiko and schools.
- Work with other areas to develop governance and reporting to track and measure supplier performance.
- Develop, execute/manage, review and update Supplier Management Plans for strategic and other suppliers as necessary.
- Establish tracking and reporting systems to ensure relationship management actions, responsibilities and commitments are completed in line with expectations and communicated to stakeholders.
- Lead (as appropriate) contract development, acting as a conduit to legal, leading contract negotiations, managing contract variations/ renewals, contract expiry, termination, exit & handover activities as necessary.
- Provide leadership in business case/needs analysis, as necessary, establishing contract maximisation opportunities, development of specification & key performance indicators, pricing/payment mechanisms to support supplier management.

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Lead and/or contribute to projects where commercial relationship expertise is required.

Provide coaching and support to team members, ensuring the team has the resource and capability to contribute to the broader initiatives and programmes

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

Ngā Tohu Mātauranga Waiwai | Essential Qualifications

- Eligible or working towards MCIPS Level 6 and/or a relevant tertiary qualification in Business, Accounting or similar is essential
- Full Member (Level 6 / MCIPS)
- A relevant tertiary qualification

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.
- Proven experience in strategic procurement including leadership experience in government or the private sector
- Very highly developed commercial relationship experience ideally in leading the development and delivery of commercial outcomes within a large infrastructure organisation or similar complex organisation
- Highly developed influencing, commercial/contract negotiation experience including experience in managing high value and/or politically sensitive areas
- Significant relationship building experience including the ability to provide operational advice, influence and consult with a broad range of senior stakeholders in the public and private sectors
- Strong leadership skills and the ability to facilitate outcomes through personal credibility and influence – an effective leadership presence with peers
- Highly developed strategic and critical thinking skills and analytical capability
- The ability to make sound decisions within short timeframes and effectively 'think on your feet'
- Strong knowledge of the Government's direction, policy priorities, and budgeting processes – sound knowledge and experience of Cabinet and Ministerial processes and procedures, including providing advice on policy, service delivery, and parliamentary processes

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.

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- 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.
- Curious – Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit- for-purpose decisions.
- Honest and courageous – Deliver the hard messages, and makes unpopular decisions in a timely manner; to advance the longer-term best interests of customers
- Resilient – Show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus.
- Self-aware and agile – Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people
- Interpersonal savvy – Establish and maintain effective relationships with customers and gain their trust and respect.

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	May 2023
Approved By	HR Advisory Team