



Ngā Kōrero e pā ana ki te Tūranga Job Description

Senior Procurement Specialist

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

The Senior Procurement Specialist will be part of the Ministry's Procurement team and will report and provide support to the Team Manager – Corporate, Digital and School Buying. The role requires co-ordination and delivery of 'end to end' procurement activities as well as identifying and implementing areas of improvement through the procurement of digital and ICT goods and services.

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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 Senior Procurement Specialist you will:

- Develop strong relationships with relevant stakeholders to help understand service requirements and refine specifications to form tender documents and help deliver value for money outcomes.
- Identify and deliver procurement initiatives that provide value to the Ministry's Digital function.
- 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.
- Contribute to the development, utilisation and maintenance of effective procurement policy, processes, practices and systems.
- Investigate the technical and commercial options for fulfilling the requirements, including possible sources of supply, and agrees the preferred options and potential suppliers with the business.
- Engage in the business planning cycle to assess, determine, specify and initiate procurement processes to meet changing or evolving needs and priorities.
- Contribute to providing assurance of procurement compliance and quality by reviewing/endorsing procurement documentation (in line with the Ministry's procurement policy) and other auditing.
- Lead/conduct a wide range of procurements including: undertaking needs analysis and procurement planning, drafting procurement documentation, managing the procurement process, facilitating evaluation, contract negotiations and awarding.
- Maintain a good understanding of relevant supply markets through market research and appropriate engagement with suppliers and industry associations.
- Maintaining a good understanding of procurement rules/regulations and current good practice.
- Identifying and implementing improvements to procurement practices.

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

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Wheako | Experience

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

- Experience working in a large and complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes
- Understanding and experience with applying the Government Procurement Rules
- Understand and experience with using the DIA Marketplace.

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.
- Knowledge of the tools and techniques used in supply chain management and competency in their application.
- Strong negotiation, persuasion and influencing skills.
- Ability to think logically and strategically.
- Ability to quickly grasp complex concepts and communicate these clearly both verbally and in writing.
- Significant relationship building experience including liaising with, communicating to, consulting with and influencing a broad range of stakeholders in the public and private sectors.

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



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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	18 September 2025
Approved By	HR Advisory team