



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Commercial Manager

Business Group	Te Pou Rangatōpū Corporate
Location	Wellington 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 wider Procurement team, stakeholders, and wider Ministry staff to build and maintain sustainable, high value supplier relationships which deliver quality outcomes against Ministry objectives.

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 decision making.

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- Contribute to an effective team with a positive approach to the work environment, and showing leadership 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 frameworks and governance models that ensure services are delivered effectively, efficiently, and risks and relationships are managed appropriately.
- Collaborate with others to identify priorities and interdependencies and deliver outcomes for Te Mahau.
- 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:

- Be primarily responsible for the commercial and performance management of suppliers in your allocated portfolio, as assigned and agreed with your manager.
- 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 wider Procurement function to ensure 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 (where applicable).
- Develop, execute/manage, review and update Supplier Management Plans for strategic and other suppliers as required.
- Ensure supplier performance is properly monitored and reviewed, and reporting is shared with the right internal audiences. Work with others across Procurement team to develop governance and reporting to track and measure performance.
- Undertake relationship management with internal stakeholders, and Ministry suppliers; influence the latter to identify and implement value add initiatives.
- Develop and maintain effective relationships with central government agencies, MBIE, external suppliers, schools (as relevant) to identify opportunities to maximise value for the Ministry and schools.
- Create contract management plans and business cases, as required, establishing contract maximisation opportunities, development of specification and key performance indicators, pricing/payment mechanisms to support supplier management. This includes the review and implementation of ad hoc commercial initiatives, including but not limited to framework development, contract changes and performance monitoring.
- Provide coaching and support to team members to ensure team has resource and capability to deliver performance from key suppliers.

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 in a complex organisation.
- Experience in building relationships, partnerships and influencing groups to achieve and deliver shared outcomes.

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- Highly developed influencing, commercial/contract negotiation experience including experience in managing high value and/or politically sensitive areas
- Experience in government or relevant experience in the private sector
- Highly developed commercial relationship experience ideally in leading the development and delivery of commercial outcomes within a large or complex organisation.
- Significant relationship building experience including the ability to provide operational advice, influence and consult with a broad range of stakeholders

Ngā Āheinga | Capabilities

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

- Proven ability to coach and constructively challenge others to grow.
- 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’
- A commitment to ongoing personal and professional development
- Willing to deliver hard messaged and make potentially unpopular decisions in a timely manner to advance the best interests of the Ministry
- Shows composure, grit, and a sense of perspective; helps others maintain optimism and focus
- Leverages self-awareness to improve skills and adapt approach for different situations and people
- Interpersonal savv, gain the trust and respect of stakeholders and suppliers

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 Kīpa Achieving equitable education outcomes for Māori	Confident
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.



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Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	May 2024
Approved By	HR Advisory Team